



Amgad Bahour Shihata
IT Manager

14 Mohamed Adly Kafay Saint Fatima – Heliopolis

Home Phone: - (202) 6358-414

Cellular Phone: - (0100) 5372200

AMGADBahour@Yahoo.com

Career Objective

Seeking a progressive career opportunity that will utilize my strong network administration skills in a challenging manner (File servers, Application servers, Mail servers LAN/WAN Networks... etc).

Education

Faculty of Arts - Ain Shms University

1986-1990

B.A Philosophy department

Experieneas

2017 - present IT Manager Cambridge international school

1. Interact directly with all departments' heads to identify needs.
2. Establish ideal application plan and develop design for needed files, programs and reports.
3. Train and monitor executives to ensure complete understanding of implementation plan in every aspect.
4. Head and stimulate department team to attain set standards and objectives.
5. Suggest new technologies, equipments and systems to assist changing requirements.
6. Update evolving technologies and recommend improved equipment and systems.
7. Establish required rules and regulations for data, role, systems and limits secure for each user.
8. Develop and maintain relations between network users according to given guidelines.
9. Oversee all employees in systems, computers and information departments to check for programmers and computer users.
10. Manage and monitor quality services of application maintenance.
11. Report on service delivery and application performance.
12. Manage and supervise application improvements implementations
13. Head responsibility to administer and support ERP system.
14. Conduct audit of infrastr ucture, IT contracts and organization on markets.
15. Prepare and maintain apt disaster recovery plans for consistent business operations.



2016-2017 IT manager

Hotep International School

Job responsibilities:

1. Manage information technology and computer systems
2. Plan, organize, control and evaluate IT and electronic data operations
3. Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance
4. Design, develop, implement and coordinate systems, policies and procedures
5. Ensure security of data, network access and backup systems
6. Act in alignment with user needs and system functionality to contribute to organizational policy
7. Identify problematic areas and implement strategic solutions in time
8. Audit systems and assess their outcomes
9. Preserve assets, information security and control structures
10. Handle annual budget and ensure cost effectiveness

2011- 2016 as IT Manager

El Rowad International School

1. Plan, prepare and deliver outstanding lessons to provide students with the opportunity to achieve their potential.
2. Ensure that lessons are engaging and stimulating taking into account individual needs of the students.
3. Manage, develop and share resources to enhance teaching of ICT and Computing.
4. Contribute to objectives of the curriculum area within the school objectives and take part in an annual review of the subject and curriculum area.
5. Prepare lesson plans and schemes of work as agreed with the Head of Faculty.
6. Monitor the progress and achievement of the students following the course and identify the appropriate intervention strategies for underachieving students.
7. Maintain effective behavior management in classroom using positive behavior strategies to ensure learner's engagement in the lesson.
8. Assess appropriately the work of the students following the course in accordance with the school assessment policy
9. Keep records of students' progress and achievement and set appropriate targets.
10. Responsibilities specific to Controlled Assessment
11. To be responsible for selecting controlled assessment task and then develop this into an overarching hypothesis or enquiry question.
12. To create the necessary support materials for task
13. To lead in-house moderation of task



General Duties

1. • Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enrichment.
2. • Carry out the role of a form tutor
3. • Fulfill the administration and assessment requirements of the examining body.
4. • Support other members of the curriculum area and students as appropriate
5. • Review your own professional development and maintain professional standards.
6. • Carry out any other such duties as the post holder may reasonably be required to do

2009 – 2011 IT Manager

Kanan International Schools

JOB DESCRIPTION –:

1. To teach and educate students according to guidelines provided by the National Curriculum Framework under the overall guidance of the competent education authority; •
2. To teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the Head of School or Head of Unit.

Main Responsibilities •

3. Planning, preparing and delivering lessons to all students in the class;
4. Teaching according to the educational needs, abilities and achievement of the individual students and groups of students; •
5. Adopting and working towards the implementation of the school development plan of the particular school they are giving service in; •
6. Assigning work, correcting and marking work carried out by his/her students; •
7. Assessing, recording and reporting on the development, progress, attainment and behavior of one's students; •
8. Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students; •
9. Participating in arrangements within an agreed national framework for the appraisal of students' performance •



10. Promoting the general progress and well-being of individual students, groups of students or class entrusted to him/her; •
11. Providing guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice; •
12. Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students; •
13. Reviewing and evaluating one's own teaching and learning strategies, methodologies and programme/s in line with the National Curriculum Framework guidelines; •
14. Advising and co-operating with the Head of School, Assistant Head, Heads of Department, Education Officers, and other teachers in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral care arrangements; •
15. Ensuring high standards of professional practice and quality of teaching and learning of the subject/s. Through effective dialogue, participating in reciprocal peer review and observation of class teaching practice by the Head of Department (subject/level) concerned; •
16. Participating in In-Service education and training courses as well as in continuing professional development (CPD) opportunities, and taking part in action research exercises;
17. Maintaining good order and discipline amongst students under one's care and safeguarding their health and safety at all times; •
18. Participating in staff, group or other meetings related to the school curriculum or pastoral care arrangements, for the better organization and administration of the school; •
19. Contributing to the professional development of new teachers and student teachers according to arrangements agreed with the Head of School; •
20. Providing the necessary information and advice to the designated personnel in the school and/or College and to provide all the necessary information regarding requisitions and arrangements in connection with the teaching of the subject/s assigned to him/her; •



21. Ensuring the safe custody and optimum use of equipment normally used by oneself during lessons and sees to its regular servicing and maintenance; •
22. Participating in school assemblies; •
23. Registering and monitoring the attendance of students under one's care; •
24. Sharing in any possible and reasonable way in the effective management, organisation, order and discipline of the school; •
25. Nurtures a culture where teachers view themselves essentially as facilitators of learning and reflective practitioners; • Participating in and contributing to MAPS and IEP conferences and reviews of officially statemented students and collaborating with parents, SMT, Inclusion Coordinators and other professionals/stakeholders working with the student; •
26. Together with the Learning Support Assistants, developing and implementing the Individual Educational Programme (IEP) of students with Individual Educational Needs and participating in IEP and Individual Transition Plan (ITP) meetings; •
27. Ensuring that schemes and forecast of work carried out in class are handed to the LSA in good time so that the necessary adaptations and resources are made for use with students with individual educational needs in class; • Regularly discussing, monitoring the work being carried out by the LSA in class; •
28. In the case of students with severe learning difficulties and with communication problems, ensuring that a Contact Book is daily updated with the necessary information including parents' signature; •
29. Liaising and collaborating with specialist teachers/resource persons and other professionals working with statement students; •
30. Making use of audiovisual technological devices/aides (such as radio aids; projectors) and other adaptations during the delivery of the lessons; •
31. At the secondary level, teachers shall be expected to teach students of different levels of achievement. Such teachers will preferably teach not more than two levels unless special circumstances warrant otherwise; • Encouraging participation in EU projects and other projects in accordance with the SDP targets and as agreed with the Senior Management Team.



Intelligent Center

2000 – 2009

(Microsoft certified Partner)

Instructor

1-Microsoft

1. Enterprise Administrator on Windows Server 2008 (MCITP)
2. Server Administrator on Windows Server 2008 (MCITP)
3. Microsoft certified Systems engineer (MCSE 2003)
4. Microsoft certified Systems Administration (MCSA2003)
5. Microsoft Office Specialist (MOS)

CompTIA

1. Security+
2. A+ Hardware
3. Network+

- ICDL

External trainings: -

1. ABB
2. Orascom
3. LG
4. Arab Academy For Science & Technology And Maritime Transport
5. Modern academy

1998 – 2000

Cairo Computer

IT Administration Manager

1.Job responsibilities:

1. Administrating file and application servers (System Administrator Windows NT).
- 2- Installing computers (Clients and servers) and establishing networks.
- 3- Maintain networks and computers (Troubleshooting and Supporting).
- 4- Plan for the best methods of backup and documentation for faster recovery.
- 5- Supervising all computer purchases (Software and hardware).
- 6- Troubleshooting & help desk computer problems.



Project:-

- 1- Hawamdia Sugar Factory.
- 2- Hawameia El Aautor Factory.
- 3-Administrator established and analyses Windows NT platforms.
- 1- Acpa Petroleum Company Installed, configured and tuned proxy server

1996– 1998

Integrated computer system

It & Maintenance Manager

Job responsibilities

1. Initiated and animated a maintenance team.
2. Counseled hardware and software solutions for different customers.
3. Administrated and implemented LAN and Wan using Novell 4 for different strategically sites.
4. Motivated hardware and software computer maintenance program
5. Create a highly qualified team for:
6. Hardware and software support, Network administration.
- 7– Developed training course for Dos, Windows ,Excel, WinWord, Maintenance.

1995-1996

EGYptsoft

Computer programmer

1-Programmed and developed data base program using FoxPro.2- Provided core solution for different business of the following:

- * Hospitals programs,
- * Human resources Programs,
- * Software House,
- * Car maintenance programs.
- * Stores Programs (International foods)



1994 -1995

Walid Tours

Designed of Hotels programs with database

1991- 1994

Egyfrance Textile

Head of planning department.

Designed of production programs (cutting department, planning department)

Coordinated between various departments.

Knowledge

Computer hardware and software systems and programs

1. Computer networks, network administration and network installation
2. Computer troubleshooting
 - 1.Computer viruses and security
 - 2.E-mail and internet programs
- 3.An understanding of the northern economic, cultural and political environment **Skills**
 - a. management and supervisory skills ability to install and administer computer hardware,
 - b. software and networks team building skills analytical and problem solving skills
- 4.decision making skills and website development programs at ahighly proficient level
- 5.effective verbal, presentation and listening communications skills
- 6.effective written communications skills
- 7.computer skills including the ability to operate computerized accounting,spreadsheet, word-processing, graphics

Language:

Good command of English read, write and understood.

Arabic native language.

Personal data:

Date of Birth 24.5.1968

Nationality Egyptian

Military Status Fulfilled

Narita status Married



Certifications :

1. Microsoft Certified Systems Engineer Nt4.
2. Microsoft Certified Systems Engineer MCSE 2003.
3. Microsoft Certified Systems Administrator MCSA2003
4. Cisco Certified Network Associate (CCNA)
5. Microsoft Certified: Azure Administrator Associate
6. Information Security Awareness
7. NSE2 Network Security Associate
8. Fortinet Product Awareness

Microsoft Certified Professional ID: 2145391

Certification validation Fortigate number : 3kg0d6hx90

- Enterprise Administrator on Windows Server 2008-2016 -2019
- Server Administrator on Windows Server 2008-2016 -2019
- Office 365 administrator
- Exchange Server 2016
- Cisco Ccna Voice
- Cisco Ccna Security_
- Fort iGATE Security
- Linux System Administration (REDHAT)
- Microsoft System Center Configuration Manager (MSCM)
- ISC2 CC Cyber security
- *** More references and papers are available upon request