

MUSTAFA FAROUK

IT Manager

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SUMMARY

A results-oriented IT professional with a strong background in Information Systems. Graduated from the Department of Systems and Information, I have developed my career in the Ministry of Health and Population, starting as an Information Systems Specialist and gradually advancing to the position of Information Center Manager in the Assistant Minister's Office.

EDUCATION

- Academy of Information Systems, MBA in Entrepreneurship, December 2022
 - Microsoft Certified Professional
 - Project Management Professional (PMP), PMBOK 6th Edition
 - Cisco Networking Academy, IT Essentials: PC Hardware and Software
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LANGUAGE

- Arabic: Native Tongue
 - English: Professional Working Proficiency
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WORK EXPERIENCE

1. **Ministry of Health, Assistant Minister's Office: Information Systems Engineer at the Sector Information Center (2006)**
 2. **Director of Information Center, General Directorate of Personnel Affairs, Ministry of Health and Population (2009 - January 2016)**
 3. **Director of Communications, Specialized Medical Councils Hotline and Remote Medical Debates Project Manager, Ministry of Health (January 2016 - Present)**
 4. **Project Manager, Automation of Wages and Benefits, Ministry of Health**
 5. **Project Manager, Automation of General Personnel Affairs, General Directorate of Personnel Affairs, Ministry of Health**
 6. **Project Manager, Automation of Attendance and Departure for Employees, Ministry of Health**
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PROFESSIONAL SKILLS

- Mastery of diverse operating systems
- Proficiency in the Microsoft Office Suite
- Comprehensive knowledge of PC hardware and software
- Competence in network and website design
- Strong aptitude for problem-solving
- Exceptional time management abilities
- Proficient in team leadership and communication
- Capability to perform effectively under pressure

PROFESSIONAL CERTIFICATIONS

- Project Management Professional (PMP) certification
 - IT Essentials: PC Hardware and Software, Cisco Networking Academy
 - Leadership and Communication Skills training from the Ministry of Health and Population
 - Recruitment, Selection, and Appointment Training from the Ministry of Planning and Administrative Reform
 - Certificate of Appreciation from the Integrated Thebes Institutes for active participation in graduation ceremonies
 - Certificate of Appreciation from the Unit Organization for contributions to discussions enhancing the "Development and Investment Strategies and Mechanisms to Activate the Role of Public Business Sector Companies in Supporting the National Economy" conference.
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REFERENCES

- All Available Upon Request.