



AHMED KHALED ABDELHALIM

EDUCATION

The High Institute of Mass Communication Arts – Culture & Science Academy

Bachelors of Media (Press – Public relation)- May 2012

TRAINING COURSES

- Delivering Research Data Management Services - University of Edinburgh & DCC Netherlands
- Analyzing & Visualizing Data with Microsoft Excel - Udemy
- How to Create Great Online Content - University of Leeds
- Evidence and Data Collection for Problem Solving - University of Leeds
- Preparation and Presentation (Radio – TV)
- Occupational Safety & Health Administration course "OSHA"
- International Computer Driving Licence "ICDL"

WORK EXPERIENCE

➤ **Administrative Assistant – Riyadh Municipality (Office of Mayor adviser and head of projects bidding committee)** (Namaa Map CO.) Riyadh – Saudi Arabia (May 2022 – Till now)

- Preparing the necessary response to Incoming Emails & transactions
- Preparing the necessary reports (as required) to be submitted to His Highness the Secretary
- Reviewing Invoices and recording their data in a database
- Reviewing the terms and specifications booklet for the office's contracts
- Preparing Minutes receipt for contracts affiliated with the office and ensuring their terms are implemented
- Creating an electronic archive of contracts

➤ **Administrative Assistant – Riyadh Municipality (Office of the Assistant Undersecretary for Projects)** (Mshari Al Shathri CO.) Riyadh – Saudi Arabia (Feb 2019 – May 2022)

- Preparing the necessary response to incoming transactions
- Creating an electronic archive of transactions

➤ **Administrative Assistant – Riyadh Municipality (Road implementation management - General administration of implementation and supervision)** (Dar Al Riyadh CO.) Riyadh – Saudi Arabia (Nov 2014 – Feb 2019)

- Receive daily transactions and prepare the necessary respond
- Archiving all transactions and establishing an electronic archive for the site office and municipality
- Correspondence translation and live translation
- Documenting field visits and preparing their reports
- Preparing and attending the periodic meetings agenda and preparing the necessary minutes to document it
- Going out to project sites to supervise security and safety work and make the necessary reports
- Creating the necessary forms for the management uses (permissions - evaluation forms - receipts - vacations)
- Creating the necessary databases according to the work need (Invoices - employee data)
- Preparing programs for external visits and conferences, securing the necessary reservations, and preparing relevant reports
- Participation in launching the website of the General Administration for Implementation and Supervision in 2015
- Participate in the analysis of periodic businesses data (annual report - quarterly inventory)


PERSONAL DATA

Birth Day : 23 Feb 1992

Marital status: Married

Religion : Islam

CONTACT DATA

 00966-533259785

 Al Shumaisi Dist. Riyadh

 ahmedhleem@hotmail.com

 [linkedin.com/in/ahmed-hleem-ba3782a1/](https://www.linkedin.com/in/ahmed-hleem-ba3782a1/)



➤ **Technical Support – Dar Al Riyadh CO.**

Riyadh – Saudi Arabia (Dec 2012 – Jun 2013)

Dar Al Riyadh Company is the executor and operator of one of the social networking programs known as (Shabek) in the Gulf countries and known as (Vodafone buzz) in Egypt as well, and the job role was based on the work of controlling the content that is circulated through the program

➤ **Field Reporter – Youm7 Newspaper**

Cairo – Egypt (Jul 2012 – Aug 2012)

I worked as a trainee immediately after graduation, and the work was based on going out to cover some vital events and conducting meetings with people and returning to the office to work on the readable material that accompanies some of the photos and videos that were filmed during the coverage.

➤ **Public Relations & Marketing - Ajjad Club for Equestrian**

Cairo – Egypt (Jun 2011 – Jan 2012)

Reception the customers and going out on quick tours to explain the nature of the place, given that it's a club not in the sense of regular clubs, but it basically meant equestrian first and then nature and sports that are concerned with swimming and archery, and some other recreational activities.

➤ **Site Supervisor & Storekeeper - Najwan Office for Engineering Consulting**

Cairo – Egypt (Jan 2010 – Oct 2010)

The job role is supervising the workers who are executing the works entrusted to them on the site like the finishing works and concrete pouring of the ceilings, in addition to the responsibilities of the warehouse keeper to get the required materials and buy it if needed.

➤ **Delegate Distribution - Al Waseet Journal**

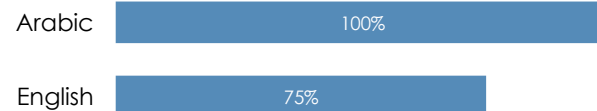
Cairo – Egypt (Jan 2008 – Feb 2009)

Al-Waseet Newspaper is an advertising newspaper aimed at reaching a large segment of the public to achieve the purpose for which it was created. My role is to distribute copies to a certain number of the public according to the distribution map.

COMPUTER SKILLS

- Operating systems : Windows 98/xp/vista/ 7 / 8 / 10 / 11
- Networks : Proficiency in use the Internet LAN / WLAN
- Highly known Ms Office software (Word - Excel - Power point)

LANGUAGE SKILLS



LEADERSHIP & VOLUNTEER WORK

- I had finished the second novel (The Vision) and published through Dar Nous – Tunisia 2021
- I had finished my first novel (after a long wait) and published through Dar Fasla Publishing and Distribution – Egypt 2018
- Volunteered in some of the activities of the Association of the friend of the blind by participating in the writing of 30 works of the Assembly for printing with Braille

التاريخ: 2022/12/12م

الموافق: 1444/05/18هـ

شهادة خبرة

تشهد (شركة مشاري الشثري للاستشارات الهندسية شركة مهنية مساهمة سعودية مغلقة) بأن السيد/ أحمد خالد حسنين عبدالحليم يحمل اقامة رقم(2384200974)عمل لدينا بوظيفة(منسق موقع) وذلك من تاريخ 2019/02/10م حتى تاريخ 2022/04/29م، وكان المذكور خلال فترة عمله ذو كفاءة عالية وقدرات عملية جيدة، ومخلص في عمله ويحظى باحترام كبير من قبل رؤسائه وزملائه على حد سواء وقد تم إعطائه هذه الشهادة بناء على طلبه وذلك دون أدنى مسئولية تجاه الشركة.

مشرف شؤون الموظفين

محمد العطاوي
2022



Date: 2 April 2019

Experience certificate

شهادة خبرة

This is to certify that **AHMED KHALED HASSANIEN ABDELHALIM, Egyptian** National Bearing Passport No: A12573656 was employed by DAR AL RIYADH CONSULTANTS from 10/02/2015 till 14/02/2019 and his position at the time of leaving was **Admin Assistant/Secretary**.

نشهد بهذا أن السيد / احمد خالد حسنين عبدالحميم - مصري الجنسية - بموجب جواز رقم: (A12573656) كان يعمل لدينا في دار الرياض للإستشارات الهندسية من تاريخ ٢٠١٥/٠٢/١٠ حتى تاريخ ٢٠١٩/٠٢/١٤ بوظيفة مساعد إداري / سكرتير.

This certificate has been issued to **AHMED KHALED HASSANIEN ABDELHALIM**, upon his request Without any liability on our part.

لقد تم إصدار هذه الشهادة للسيد / احمد خالد حسنين عبدالحميم ، بناءً على طلبه وبدون أن يترتب

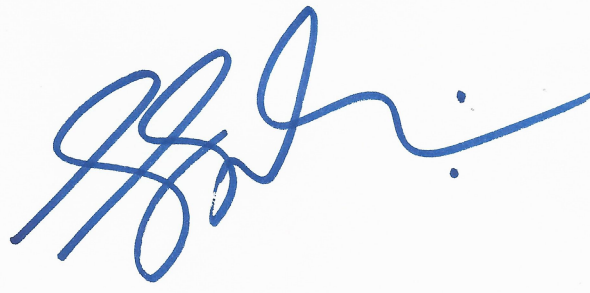
علينا أية مسؤولية قانونية.



DAR AL RIYADH CONSULTANTS

دار الرياض للإستشارات الهندسية







شهادة مؤقتة

يشهد / المعهد العالي للإعلام وفنون الإتصال بمدينة السادس من أكتوبر بأن الطالب /

----- أحمد خالد حسين عبدالحليم -----

وجنسيته مصرى المولود فى الجيزة بتاريخ "٢٣-٠٢-١٩٩٢"

قد حصل على بكالوريوس المعهد العالي للإعلام وفنون الإتصال بقسم رئيسي صحافة فرعي
علاقات عامة وإعلان فى دور مايو سنة "٢٠١٢" ومجموع الدرجات الحاصل عليها فى السنة
النهائية (٥٧١) بنسبة "٧١,٣٨%" بتقدير "جيد //"

الترامى (٢٣٧٦) بنسبة "٦٦%" بتقدير عام "جيد//"

وقد إعتد السيد الأستاذ الدكتور وزير التعليم العالى النتيجة بتاريخ "٠٨-٠٧-٢٠١٢"

و أعطيت له هذه الشهادة بناء على طلبه لتقديمها للجهات المختصة



المختص
بشهادة

أ.د/فاتن الطنبارى أ.م.ع

صدر قرار رئيس المجلس الاعلى للجامعات رقم ٩١ بتاريخ ٢٣-٤-٢٠١٢ بتجديد معادلة درجة البكالوريوس التى

يمنحها المعهد العالى للإعلام وفنون الإتصال بمدينة السادس من أكتوبر ج.م.ع فى تخصصات الصحافة-الإذاعة "

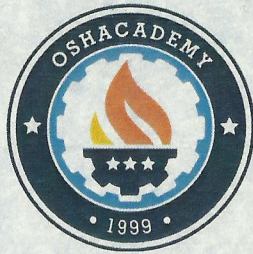
راديو وتليفزيون " -العلاقات العامة والاعلان بدرجة البكالوريوس فى الاعلام التى تمنحها الجامعات المصرية

الخاضعة لقانون تنظيم الجامعات رقم ٤٩ لسنة ١٩٧٢ ولائحته التنفيذية فى التخصصات المناظرة، بشرط استيفاء

تطلبات القبول لهذه الدرجة

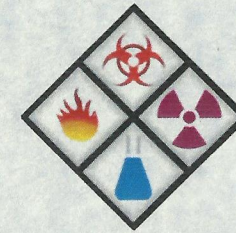
الموظف المختص
ر مدير الإدارة
مدير عام المجلس الأعلى للجامعات





OSHAcademy™

Occupational Safety & Health Training



This is to certify that

AHMED KHALID ABDELHALIM

Has successfully completed all academic requirements in this 30-hour OSHAcademy Occupational Safety & Health Course of study presented by OSHAcademy
Authorized Training Provider (ATP), EHS – Academy أكاديمية السلامة والصحة البيئية

General Industry Safety and Health

Topics covered in this training include (30 hours): Introduction to OSHA and Safety Regulations (2 h); Safety and Health Management Programs (2 h); Walking and Working Surfaces (3 h); Exit Routes, Emergency Action Plans, and Fire Prevention Plans (3 h); Electrical Safety (2 h); Personal Protective Equipment - PPE (2 h); Hazard Communication - HazCom (2 h); Materials Handling (3 h); Powered Industrial Trucks (1 h); Ergonomics (1 h); Hazardous Materials - Flammable/Combustible (1 h); Permit Required Confined Space (1 h); Hazardous Energy Control - Lockout/Tagout (1 h); Machine Guarding (1 h); Welding and Cutting (2 h); Introduction to Industrial Hygiene (1 h); Bloodborne Pathogens (1 h); and Fall Protection (1 h).

Steven J. Geigle, M.A., CET, CSHM
Training Director, OSHAcademy OSH Training
CET #: 28-362, CSHM #: 1203

74499

5.3.2016

Student #

Issue Date

Wagdi Seffain
Director, Instructor
EHS – Academy أكاديمية السلامة والصحة البيئية
Egypt, Gulf States
ATP #: 20100122WS

Validate Certificate



Certificates can be validated through the
OSHAcademy website.

www.oshatrain.org/atp-validate/

Recognized by



The content of this training conforms with U.S. Department of Labor (OSHA) training standards and ANSI Z490.1-2009, Criteria for Accepted Practices in Safety, Health, and Environmental Training.

Certificate of Completion

*This is to certify that **Ahmed Abdelhalim** successfully completed 16.5 total hours of **70-779: Analyzing and Visualizing Data with Microsoft Excel** online course on July 19, 2020*

Phillip Burton

Phillip Burton, Instructor

&



Certificate no: UC-ce89d8c1-fcdf-4876-a577-84721669d814
Certificate url: ude.my/UC-ce89d8c1-fcdf-4876-a577-84721669d814

#BeAble



Certificate of Achievement

Ahmed Khaled Abdelhalim

has completed the following course:

EVIDENCE AND DATA COLLECTION FOR PROBLEM SOLVING UNIVERSITY OF LEEDS AND INSTITUTE OF CODING

On this course, you've been introduced to key data concepts, learning how to solve simple, everyday problems using data. You've discovered data ethics and the restrictions that exist in using other people's data and learned how to present data in a meaningful way that's easy to understand.

2 weeks, 2 hours per week



Kim Plowright
Lead Educator



The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit futurelearn.com/proof-of-learning/certificate-of-achievement.

This learner has not verified their identity. The certificate and transcript do not imply the award of credit or the conferment of a qualification from University of Leeds and Institute of Coding.

Ahmed Khaled Abdelhalim

has completed the following course:

EVIDENCE AND DATA COLLECTION FOR PROBLEM SOLVING UNIVERSITY OF LEEDS AND INSTITUTE OF CODING

73%
AVERAGE TEST
SCORE

On this course, you've been introduced to key data concepts, learning how to solve simple, everyday problems using data. You've discovered data ethics and the restrictions that exist in using other people's data and learned how to present data in a meaningful way that's easy to understand through data visualisation techniques. To give real-world context to your learning, you've examined these data concepts through the case study of a small business owner.

- Explore the ethics and rules of using other people's data
- Learn how to turn data into something visual and easy to understand

STUDY REQUIREMENT

2 weeks, 2 hours per week

LEARNING OUTCOMES

- Describe the difference between data, metadata and knowledge
- Summarise how data is used to solve problems
- Interpret trends and analyse patterns from a dataset
- Debate the ethical considerations of data collection
- Produce a plan to solve a problem with evidence and data
- Apply a simple visualisation technique to make data easier to understand and work with

SYLLABUS

- Explore the notion of data and what that actually means
- Learn the key terminology related to dealing with data
- Explore how data can be used to solve problems
- Explore individual sets of data that can be brought together to form datasets, which can then be used for greater insights



Certificate of Achievement

Ahmed Khaled Abdelhalim

has completed the following course:

DELIVERING RESEARCH DATA MANAGEMENT SERVICES
THE UNIVERSITY OF EDINBURGH, DIGITAL CURATION CENTRE (DCC) AND RESEARCH DATA
NETHERLANDS

This online course guided you through the process of developing data management services. There were lots of existing resources, examples and activities which we presented for you to learn from.

This course has been certified by the CPD Certification Service as conforming to continuing professional development principles.



Kevin Ashley
Director, Digital Curation Centre,
The University of Edinburgh



D

C

CrDn!

research
data
netherlands



The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit futurelearn.com/proof-of-learning/certificate-of-achievement.



This certificate represents proof of learning. It is not a formal qualification, degree, or part of a degree.



THE UNIVERSITY
of EDINBURGH



D | C | C



research
data
netherlands

Certified by



TRANSCRIPT

Ahmed Khaled Abdelhalim

has completed the following course:

DELIVERING RESEARCH DATA MANAGEMENT SERVICES

THE UNIVERSITY OF EDINBURGH, DIGITAL CURATION CENTRE (DCC) AND RESEARCH DATA NETHERLANDS

Data transforms the way we live and work, so it's becoming increasingly important it's stored and organised correctly. On this course, you learned how to develop and deliver effective data management services to improve research in your organisation. You discovered common research support services, how to create data management plans, and collaborated with fellow learners to develop your own research data management roadmap.

STUDY REQUIREMENT

5 weeks, 3 hours per week

LEARNING OUTCOMES

- Develop confidence among research support professionals in designing, developing and reviewing institutional RDM services
- Identify the complexities of setting up new service(s) through practical tips, helpful use cases, interactive models, (collaborative) exercises and above all, through having the opportunity to learn from experts in the field
- Develop and build a community that will collectively support each other in the provision of services to support and encourage researchers in data management and sharing best practice, and through this spur innovation and growth
- Engage with RDNL (NL) and DCC (UK), to provide learners with guidance and training of international remit that can be applied in various contexts, crossing national borders and industries

SYLLABUS

- What research support services are commonly offered and who is responsible for providing them?
- How to perform your own gap analysis and what tools you will need to make it happen
- How to support researchers to develop Data Management Plans (DMPs) and offer feedback or consultations
- How to provide for short and long term preservation and storage of research data and where possible, use existing community standards
- How to develop your own RDM Roadmap

ACCREDITATION

This course has been certified by the CPD Certification Service as conforming to continuing professional development principles.



Certificate of Achievement

Ahmed Khaled Abdelhalim

has completed the following course:

HOW TO CREATE GREAT ONLINE CONTENT
UNIVERSITY OF LEEDS AND INSTITUTE OF CODING

On this course, you've learnt the value of delivering the right message to the right audience at the right time and considered the importance of tone, style and format.

2 weeks, 2 hours per week



Meg Pickard
Lead Educator



The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit futurelearn.com/proof-of-learning/certificate-of-achievement.

This learner has not verified their identity. The certificate and transcript do not imply the award of credit or the conferment of a qualification from University of Leeds and Institute of Coding.

Ahmed Khaled Abdelhalim

has completed the following course:

HOW TO CREATE GREAT ONLINE CONTENT UNIVERSITY OF LEEDS AND INSTITUTE OF CODING

73%
AVERAGE TEST
SCORE

You've learnt the value of delivering the right message to the right audience at the right time, and considered the importance of tone, style and format. You've also heard from industry professionals on how to structure content plans and how to approach content creation for different platforms. Finally, you've learnt how to write a good brief, and how to structure a content plan to create your own successful campaigns.

STUDY REQUIREMENT

2 weeks, 2 hours per week

LEARNING OUTCOMES

- Interpret the messaging and intention behind online content
- Evaluate the use of tone and language in communication
- Describe how various media formats are used to create compelling online content
- Identify suitable content format for a particular purpose
- Describe key considerations for creating online content in a variety of media
- Apply suitable tones and techniques to communicate a message effectively

SYLLABUS

- Define online 'content' and how content is planned with a specific intention
- Critically examine online content and identify the messaging and intentions within it
- Question the messaging and use of language in online content
- Use practical strategies to communicate effectively online
- Explore best practice in content media creation



الأكاديمية العربية لعلوم الإعلام
ARAB ACADEMY FOR MEDIA SCIENCE

تشهد الأكاديمية العربية لعلوم الإعلام بأن

السيد / أحمد خالد حسنين عبدالحليم

قد أتم دبلومة الإعداد والتقديم الإذاعي

بنجاح وبتقدير عام إمتياز مع مرتبة الشرف

مع تمنياتنا بمزيد من النجاح والتفوق في المستقبل بمشيئة الله تعالى

الأكاديمية العربية لعلوم الإعلام

د. بسطي كمال

رئيس مجلس الإدارة



نقابة الإعلاميين والمبدعين





الأكاديمية العربية لعلوم الإعلام
ARAB ACADEMY FOR MEDIA SCIENCE

تشهد الأكاديمية العربية لعلوم الإعلام بأن

السيد / أحمد خالد حسنين عبدالحليم

قد أتم دبلومة الإعداد والتقديم التلفزيوني

بنجاح وبتقدير عام إمتياز مع مرتبة الشرف

مع تمنياتنا بمزيد من النجاح والتفوق في المستقبل بمشيئة الله تعالى





شهادة
إتمام
مسابق

2019-02-28



تم منح شهادة إتمام المسابق هذه إلى:

أحمد خالد حسنين عبد الحلیم

لإتمام المسابق التالي بنجاح:

أساسيات الحاسوب

هذه الدورة غطت مفاهيم ضرورية في أساسيات الحاسوب والتعامل مع كافة مكوناته، وهي جزء من سلسلة دورات الرخصة الدولية لقيادة الحاسوب

هبة أبو عدوان - شركة Specto

تم طرح هذا المسابق من قبل إدراك وتحت إشراف فريق من الأكاديميين الذين أشرفوا على تعليم وإدارة النقاش وتقييم الأجوبة والامتحانات.



شهادة
إتمام
مسابق

2019-02-28



تم منح شهادة إتمام المسابق هذه إلى:

أحمد خالد حسنين عبد الحلیم

لإتمام المسابق التالي بنجاح:

معالج النصوص

دورة معالج النصوص Word، تعلم أساسيات التعامل مع النصوص والتنسيقات والتعديل عليها، وهي جزء من سلسلة دورات الرخصة الدولية لقيادة الحاسوب

هبة أبو عدوان - شركة Specto

تم طرح هذا المسابق من قبل إدراك وتحت إشراف فريق من الأكاديميين الذين أشرفوا على تعليم وإدارة النقاش وتقييم الأجوبة والامتحانات.