



# Mostafa Elsayed

## Academic Advisor

### PROFILE

I am a dynamic, young educationalist and counselor.

The wellbeing of my colleagues is of paramount importance and I am most fulfilled when I can facilitate that.

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

### CONTACT

#### PHONE & WhatsApp

+966567925575

#### Mail

sasosasm@gmail.com

#### Address

Nairyah - KSA

#### Address 2

Kafr ElShaikh - Egypt

### Personal Information

Gender Male

Nationality Egyptian

Marital Status Single

Religion Muslim

### Language

Arabic Native Language

English Advanced

### Language

#### Youtube

youtube.com/channel/UCvCs\_6XSwduu-mJpNVk-WDw

#### LinkedIn

https://www.linkedin.com/in/mostafa-elsayed-a82831151/

### EXPERIENCE

2022 - Still

#### Collage: National Construction Training Center Academic Advisor

- Discussing career and educational goals with students.
- Aiding in the course selection process to ensure progress towards student goals.
- Displaying an interest in student development.
- Identifying student strengths and weaknesses.
- Maintaining updated reports on student progress.
- Intervening if behavioral or academic abnormalities occur.
- Connecting students with resources, such as counselors or tutors.

2019 - 2022

#### Back to School: Almotaqadimah School Student Counselor/Social Worker

2018 - 2019

#### Special Education (intellectual disabilities) Al-Huda Schools Intellectual Disabilities Teacher (Grades 1- 4)

- Try to develop his language skills to the highest level.
- Teach one step at a time to help support memorization and sequencing.
- Help students with intellectual disabilities grasp their grade-level content.
- I teach them materials in meaningful context.

2015 - 2017

#### School: Almotaqadimah Middle School (Grades 7 - 9) Student Counselor/Social Worker

- Student Behavior monitoring and Modification.
- Mawhiba Programme Program Design for Underachieving Students.
- Academic Extension Programs for Gifted Students.
- Competition Preparation for talented students.
- Absenteeism and lateness follow-up and home study material for time of absence.
- Response to Departmental requests for Reports and Policies

2012 - 2014

#### School: Nor Alghad Primary School (Grades 1 - 6) Student Counselor/Social Worker

- Student Behavior monitoring and Modification.
- Mawhiba Programme Program Design for Underachieving Students.
- Academic Extension Programs for Gifted Students.
- Competition Preparation for talented students.
- Absenteeism and lateness follow-up and home study material for time of absence.
- Response to Departmental requests for Reports and Policies

2010 - 2011

#### Five Dimensions Information Technology Company IT Specialist

- Handling customer technical support cases.
- Installing and configuring new technology to be used by the company, such as hardware, operative systems, and programs or applications.
- solving the problem and explaining the problem to the staff member.

### EDUCATION

2021

Registered in Master's {Department of Mental Health}

2014

Professional Diploma in Education (Learning Disabilities)

2012

Special Diploma in Education (Mentel Retardation)

2011

General Diploma in Education

2010

BSc Social Work Kafr El-Sheikh University

### SKILLS

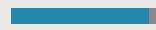
Microsoft Office



PHOTOSHOP



Adobe Premiere



Illustrator



Organization Skills



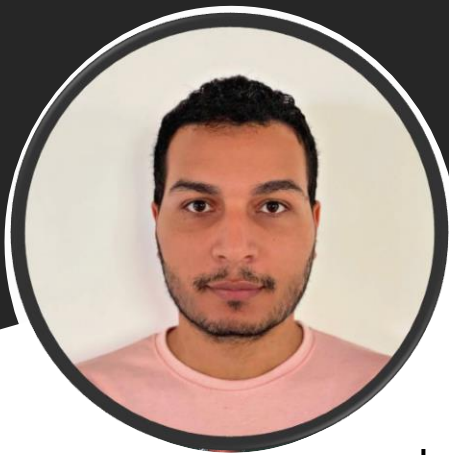
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### References

Engineer Samh ElTrass Radian Engineering  
Consulting Office Tell: 00966542387962  
Email: sameheltarras@yahoo.com

Principal Al Motaqadimah School:  
Abdallah Al Ashqar  
Tel: 0096654778001



# CURRICULUM VITAE

## Mostafa Elsayed

### Profile Summary

Energetic, competitive achiever who can inspire and motivate team members and successfully manage multiple tasks and priorities.

Seeking a challenging position in School Social Worker with a progressive and growing organization would like to fulfil long term career objectives by joining an organization which develop and invest in its employees.

### CONTACT



sasosasm@gmail.com



+966 567925575



Nairyah, Saudi Ariba



linkedin.com



### HOBBIES



Photography & Video Editing



Synthesia Music



Reading



Social Media

### Part-Time Jobs

- **Al Shatbi Group (Islamic Charity Institutions).**  
Riyadh, KSA

Dates: 2015 – 2017

#### Responsibilities:

- Editing and assembling recorded raw material into a suitable, finished product Ready for broadcasting.
  - Inputting sound to enhance footage, which may include selecting music and writing voice-overs.
  - Digitally splicing film and video and synchronizing them into one rough cut file.
- **Graphic Design Freelance.**
  - **Professional video editor.**
  - **Networking Systems.**

### MORE SKILLS

- Working knowledge EDMS (SharePoint) and ACONEX.
- MS-OFFICE Packages (Microsoft Word, Excel, PowerPoint, Outlook, Access and Skype for Business).
- G Suite apps (Gmail, Google Drive, Google Docs, Sheets and Slides, Google Forms, Google Sites, Google Calendar, Google Meet, Google Keep and Google Works.
- Anti-Virus and Firewalls.
- Adobe (Adobe Illustrator, Adobe Photoshop).
- Adobe (Adobe Premiere, Adobe After Effects).  
TechSmith Camtasia, Snagit, MAGIX VEGAS Pro, Wondershare Filmora.
- Adobe Audition - (Audacity).
- Adobe Acrobat Reader.
- Abilities to transcriber, scheduler, clerk, data entry specialist and administrative professional.
- Computer Maintenance and Troubleshooting, install parts and repair problems.
- Experience in maintaining printers and photocopy machine.
- Experience in technical support and installation of visual display devices.
- Installation of moving screens.
- Preparing and installing Windows (7/8/10/11) and driver pack.
- Set up programs such as (Autodesk Revit – AutoCAD – 3D Max)  
Bentley (WaterGEMS/CAD – SewerGEMS/CAD – StormCAD – HAMMER etc.)  
ArcGIS, Primavera, Elite fire, Global.Mapper, Sketchup Pro and so many more..

### Professional Development Courses

- Degree in English Language (Conversational English).
- International Computing Driving License (ICDL).
- Introduction course in Teaching Methods.
- Speech and Language Therapist.
- Foundations and Principles of Guidance and Counselling.
- confront the problem of drug abuse and Students  
Psychiatric disorders.