

Curriculum Vitae
Alaa Nagib Hassan Khattab
Teaching Assistant
Business administration Department

Faculty of Management, Professional Technology and Computers

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1. Personal Information:

First Name / Sure Name: Alaa Nagib
Date of Birth: Nov 10,1993
Nationality: Egyptian
E-mail: alaa-nagieb@eru.edu.eg
Gender: Female

2. Education:

Title of Awarded Degree	Name of Organization Providing Education	Principle Subject	Dates
MBA=Pre-master level	Helwan University	Business administration	2017-2018
Bachelor of Commerce and business administration	Helwan University	Business information systems	2015

3. Professional Experience:

Occupation	Name & Address of Employer	Dates	
		From	To
Teaching assistant	Egyptian Russian University (ERU)	Feb 2019	Now

4. Discipline:

General Discipline	Business administration	Principle Subject	marketing
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5. Professional & Technical Skills:

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- Utilized various teaching methods to tutor students in **different courses** in business administration and information system courses
 - Collaborated with course and subject teachers.
 - Followed curriculum guidelines while preparing **course file** for each course.
 - Managed to complete reports of all the students at the end of their course.
 - Participate in preparing **online tutorials** within the framework of the distance education program using Google classroom, Zoom, Microsoft teams & training on Participated in preparing the faculty's **internal regulations** 2019.
 - Participated in the academic **advising process, observation and the registration** of courses for students within the framework of the credit hour system.
 - Participation by **attending and organizing the faculty's first conference** “The Russian role in the middle east: signs & motives”. within the framework of the event on Egyptian -Russian friendship year 3/3/2020, as well as seminars held by the faculty.
 - **Follow up the study progress** for online courses.

6. Personal Skills:

Computer Skills	Self Assessment		
	Excellent	Good	Fair
Microsoft Office	√		
Php web developer	√		
Language Skills	Excellent	Good	Fair
Arabic	√		
English	√		

- Ability to effectively communicate in English and Arabic.
- Assists students with special needs and learning disabilities.
- Excellent presentation & interpersonal skills.
- Ability to meet deadlines & handle multiple-tasks.
- Self-motivated, flexible and action person.
- Dealing with different segments and handling needs successfully.
- Remarkable ability to face, analyze and solve stressful situations & problems

7. Trainings & Workshops:

- **Trainee at national Société general bank – (June 15,2012 to July 15,2012)**
- **Trainee at Cairo university (high technology centre) attended a course in (PHP web developer)**

8. Certificates:

- **Helwan university zamalek branch:** (august ,2017)
 - Certificate of (MBA) masters of business administration .
- **Cairo university :** (Nov 2014 to June 2015) Certificate of PHP web developer .

9. Extracurricular Activities:

- **National youth conference :** (July 2019)
 - Participated by attending in the 7th national youth conference In the presence of president Abdel Fattah El SISI at the administrative capital .