



# dalia khalaf

**Education Center Training Director at Zepter International Egypt for Trade**

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## PERSONAL SUMMARY

After many years of working at the field of scientific research, i did study and shift my career to management of training. more than 7 years i am enjoying my work at that field, leading a team of 15 trainers in three different training field related to the direct sales' activities for my international company; where i am working now.

I have studied Human resources management diploma at the AUC and then verified as a professional trainer from the same university.

Recently I am certified as a "psychometric Personality assessor"

By Dr. Aladdin Award.

I am performing soft skills training for my team from time to time to enhance their experience.

I am involving at the charity work since 2004 either as a volunteer or formal admin.

I am looking for a suitable educational managerial position, where I can have the benefit of all my experiences in different fields; scientific research and project management, and training management

I am a team player and have sense of leadership, able to analyze and solve problems. I enjoy working in a challenging environment.

Finally, I Believe, that my Ph.D. certifies that I am able to study, search for, analyze and trying to solve any problem I am facing regardless of my career type, and treating with a well organized way.

## PERSONAL INFORMATION

Birth date: 26 August 1975

Nationality: Egypt

Residence Country: Egypt – Cairo

## PREFERRED JOB

Preferred Job: Top Managerial Position , Training Director

Field: Training and Development

## WORK EXPERIENCE

**Total Years of Experience: 21 years, 10 months**

**Education Center Training Director at  
Zepter International Egypt for Trade**

June 2012 – Present

Egypt – Cairo

Zepter International Egypt has a unique nature of work, however it is based on direct sales for 4 brands. Zepter has it is own education center for its sales force. Courses are covered in 10 branches on weekly basis with a trainers team from the sale's force. i am preparing a very specialized cdf for that and printed materials, arranging with my assistance for those courses, following attendance and evaluation, receiving new reps files, entering their data.on the other hands arranging for various recruitment activities

such as competitions, schools for managers and training of trainers ..etc.  
Training in Zepter covers four brands; Home Art; Medical, Home Care and Cosmetics.  
my scientific back ground and personal skills help me to maintain the training materials for those brands, either with international support or without. I am leading a team of 15 trainers and 2 admins. Monthly training hours i am leading is about 400 hours.

**Evaluation and Revision Scientific  
Manuscript for scientific Journals at  
various**

October 2011 – January 2020

Egypt – Cairo

I used to revise, review and evaluate scientific papers, thesis and dissertations.

for ex. for:

1– Journal of Soil Science and Environmental Management (Oct. 2011)

<http://www.academicjournals.org/JSSEM>

2– African Journal of Agricultural Research

<http://www.academicjournals.org/ajar>

3– International Scholars' Journals

<http://www.internationalscholarsjournals.org/>

this participations were free of charge

**Freelancer Translator at Zepter  
International Egypt and others**

January 2009 – March 2012

Egypt – Cairo

Freelancer translator (Arabic–English. Translation, editing and proofing)

**Researcher, Dept. Coordinator and  
Trainer at The Egyptian Agriculture  
Research Centre**

August 2000 – August 2008

Egypt – Cairo

Researcher:

Central Laboratory for Agricultural climate (CLAC)

Ministry of Agriculture, Agricultural Research Center

Working with:

Emergy analysis, Greenhouse Gas–Emitting Modeling, scientific proposals writing and scientific projects management, reviewing the Lab. Publication, lecturer and trainers of some topics are listed below. Member of the CDM committee at CLAC and the ministry. Member of CLAC's council.

National Consultant for the emergy appraisal:

The Food and Agriculture Organization of the United Nations (FAO), project of “Green Food from Green Roofs GFGR

Member of the administrative staff of the ECOPONICS project:

ECOPONICS is cooperation between the EU and CLAC as an Egyptian partner

<http://www.arc.sci.eg/InstsLabs/ResDetails.aspx?TabId=3&lang=en&OrgId=23&NavId=3&ResID=27614>

<http://clac.claes.sci.eg>

**Researcher Assistant at central  
laboratory for agricultural climate**

August 1999 – August 2008

Egypt

i was working as a researcher, where i was a trainer for younger staff, trainer for Arabian researchers, trainer at the IFAD project at Nubareiea (farm's school)... i used to be a trainer for some specified scientific courses. Used to plane my training, prepare training material, apply interactive training sessions and finally evaluate my work via the trainees.

**Project Manager Assistant at Medicinal  
plant conservation and sustainable use in  
Egypt". Funded by UNDP&GEF&EEAA**

January 2005 – May 2005

Egypt – Cairo

assisting the project manager in all the working activities  
assisting in executing the project's tasks  
preparing for the project's report, reviewing the team for printing  
preparing for the PMU meeting, having minutes in order to issue the meeting's report  
recruiting project's staff  
preparing TORs for staff and new contracts  
following the HR activities for the project's staff at Cairo and St. Catherine

**Technical Officer at Agrofood Ltd. Co. for  
producing and exporting organic crops  
and products**

August 2004 – December 2004

Egypt – Cairo

"Part time job". Dealing with:  
Organic farming and processing activities, EurepGAP, HACCP and went through "Field-to-Fork" regulations.  
Responsible of the communications with exporters, foreigner clients and inspectors.  
Reporting to Prof. Fawzy Abo Elabbas, prof. of Plant Pathology. Ain Shams University

**National Consultant for the Emergency  
Appraisal at The Food and Agriculture  
Organization of the United Nations (FAO)**

January 2001 – January 2002

Egypt – Cairo

responsible of running the ecological model of "Emergency Analyses of Green Food from Green Roofs (GFR)" - to develop and demonstrate simple rooftop micro-garden systems for vegetable production in four pilot sites (24 families per site will be targeted) located in two cities (Cairo and Alexandria). This will increase the availability of high quality fresh vegetables for the urban population of major cities in Egypt.

[http://www.fao.org/tempref/GI/Reserved/FTP\\_FaoRne/statut/FieldProgram/spro122\\_en.htm](http://www.fao.org/tempref/GI/Reserved/FTP_FaoRne/statut/FieldProgram/spro122_en.htm)

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## EDUCATION

**Diploma / Human Resources management  
certificate at AUC**

Egypt

August 2011

**Doctorate / Horticulture Dept. at Ain  
Shams Univ., Faculty of Agriculture**

Egypt – Cairo

October 2004

Dissertation: "Studies on Emergency analysis of Potato and Sweet Pepper Organically"  
during my Ph.D. work I had spent a whole month in Sao Paulo University, Brazil in training period with my Co-Supervisor

**Master's degree / Horticulture Science &  
Technology at Mediterranean Agronomic**

Institute of Chania, M.A.I.Ch – Crete,

Greece

Greece – Chania

June 1999

Thesis: "Emergy analysis of Organic and Conventional Production of Olive and Olive Oil in Crete, Greece"

my Master thesis was considered as one of the best eight thesis in CIHEAM in 15th January 2001

**Higher diploma / Horticulture Science and Technology at Mediterranean Agronomic Institute of Chania, M.A.I.Ch – Crete, Greece**  
**Greece – Chania**  
**July 1998**

**Bachelor's degree / Agricultural Engineering Dept. at Alexandria University, Faculty of Agriculture Egypt – Alexandria**  
**July 1996**

studied Agricultural Engineering for four years, got B.Sc. with VG grade

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## SKILLS

team player and leader / Level: Expert  
good interpersonal communication / Level: Expert  
challenging, work under pressure / Level: Expert  
Time Framed / Level: Expert  
easy to learn and gain new experience / Level: Expert  
Researcher can find new info. Independently , study and convey to others / Level: Expert  
able to analyze and solve problems / Level: Intermediate

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## LANGUAGES

English / Level: Intermediate

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## CERTIFICATION

<b>Psychometric Personality Assessor</b>	Issued in: January 2017 Expiry date: This certificate does not expire
<b>Professional Certified Trainer PCT by the AUC</b>	Issued in: October 2011 Expiry date: This certificate does not expire
<b>Pesticide and Food Safety in IPM &amp; GAP by The International Agricultural Centre</b>	Issued in: July 2005 Expiry date: This certificate does not expire
<b>IPM Policy and Institutional Innovations by The International Agricultural Centre</b>	Issued in: June 2005 Expiry date: This certificate does not expire
<b>Analysis, Design and Management of Organic Farming Systems by the International Agricultural Center</b>	Issued in: July 2004 Expiry date: This certificate does not expire

## REFERENCES

CEO

Zepter International Egypt for Trade

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**Prof. Dr. Ayman F. Abou Hadid**

Professor of vegetable Production, Former Minister of Agriculture

Faculty of Agriculture. Ain Shams University

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**Dr. Hossam A. Farahat**

President of EgyTec Projects Co. Ltd., professional trainer

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