

**Address:** **8th EL Imdad w El Tamween blocks - Nasr City**

**Email:** Muhammed.Sarh@gmail.com

**Phone:** 01146440067

**Birth Date** : 26/6/1989

**Military Status:** Exempted

**Marital status:** Single

**Muhammed Shehata Ragab**

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| Seeking a challenging position in a reputable institution where my academic background and interpersonal skills are well developed and utilized. |

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| Educational Qualification | | | |
| Master degree in private law (LL.M.)  Bachelor in law ((LLB degree), English section |  | **Ain Shams University 2020**  **Ain Shams**  **University 2010** |  |
| Thanwya Amaa | AL Maaref Language School | **2005 – 2006** |  |

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| Academic Courses |
| * + - * Professional career certificate in Legal &UN Translation - American university in Egypt - School of continuing education.       * Legal drafting certificate – Ain Shams University       * ICDEL : Word, Power Point, accesses and Excel.       * EDU Egypt certificate |

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| Seminars |
| * The relevance of the International Criminal Court for Peace and Justice. Friedrich Ebert Stiftung in cooperation with League of Arab States, Ministry of Foreign Affairs of Germany and Goethe-Institute Agypten (30 January; 29-30 October, 2008; Cairo). * Assured communication skills both written and oral. Confidence in addressing individuals and  large groups in a clear and concise manner at Law Society functions and academic presentations |

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| Work Experience |
| * **Educational center “AIC”:**   **From December 2013 - uptill now**  **“ Co-Founder of Private business and a freelancer law lecturer “**  - Undertake the responsibilty of making market research for center to compete in the market.  - Manage staff and provide them with training about how to deal with upcoming prospects.  - contribute in the process of financial spendings through the month.  - Manage meetings with stakeholders and owners inorder to develop the center image and budget.  - Give lectures to law school students in civil, criminal , administrative and private international law.   * **Vodafone UK** **From June 2013 - up till December 2013** * **" International account advisor "** * Undertake international phone calls and manage clients complains over the phone and try to solve them . * Reviewing and evaluating received calls from the whole department to provide eduquate report with fulfillment of supports, financial converts and conditions terms. * Manage with head of call center team the scripts for recived calls for rest of staff * Contribute in process for developing Vodaphone policies, procedures, and get approval authorities.   .  **Genius for learning tools:**  **From December 2010 – up till June 2013**  **“ Office co-ordinator “**  - Reciving all the calls for the office.  - preparing a monthly report with all office expenses.  - Manage all dates with customers who came at office. |

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| Relevant Skills | |
| Computer Skills | * Word, PowerPoint, Excel**, Windows, Outlook and Internet Browsing**. |
| Programs | * Operating systems: Windows Vista and Linux Mandrake * Very good Internet research skills. |
| Languages | * Arabic (Mother Tongue), English; V. Good, Deutsch: Fair. |