



Personal Data:-

- Name: Osama "Mohamed Samir" Radwan
- Job: Lecturer in Faculty of Specific Education – Minia University.
- Highest Qualification: Master
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Personal Skills:-

- Manage my time well and can concentrate on multiple projects at once.
- Self-directed and able to take initiative.
- The ability to deliver information.
- Ability to understand many different points of view and have excellent problem-solving skills.
- Working under pressure.

Computer skills and The contents of the Certifications:-

- **ICDL Certificate:-**
 - Concepts of Information Technology (IT).
 - Microsoft Windows.
 - Microsoft word.
 - Microsoft Excel.
 - Microsoft PowerPoint.
 - Microsoft Access.
 - Information and Communication

- **MCP Certificate:-**
- **MCSA Certificate:-**
- **MCSE Certificate:-**
 - (٧٠-٢٧٠) Installing, Configuring, and Administering Microsoft Windows XP Professional.
 - (٧٠-٢٩٠) Managing and Maintaining a Microsoft Windows Server ٢٠٠٣ Environment.
 - (٧٠-٢٩١) Implementing, Managing, and Maintaining a Microsoft Windows Server ٢٠٠٣ Network Infrastructure.
 - (٧٠-٢٩٣) Planning and Maintaining a Microsoft Windows Server ٢٠٠٣ Network Infrastructure.
 - (٧٠-٢٩٤) Planning, Implementing, and Maintaining a Microsoft Windows Server ٢٠٠٣ Active.
 - (70-298) Designing Security for a Microsoft Windows Server 2003 Network.
 - (٧٠-٣٥٠) Implementing Microsoft Internet Security and Acceleration (ISA) Server ٢٠٠٤.
- **Open source:-**
 - Open office
- **IT Essential: Hardware and Software (from Cisco).**

- **Microsoft Expression (web design).**

Language skills:-

- Good in written and spoken English language
- Good in IT English.
- Pass the TOEFL Exam.

Courses in HR (Human Resource):-

- **From Minia university:-**
 - Effective communication skills (I٢).
 - Effective presentation (I1).
 - Thinking skills (P1).
 - Quality Assurance (D٣).
 - The use of technology in teaching (T٣).
 - Time management and meetings (L٤).
- **From private centers:-**
 - Effective communication skills.
 - Leadership Skills
 - Teamwork skills.
 - Management meetings.
 - Planning strategies and setting goals
- **CPE Course which consists of:-**
 - How to succeed.
 - Effective Time Management.
 - Planning Skills.
 - Positive Thinking Technique.
 - Emotion Stress Management.

- Effective Communication Skills.
 - Body Language Communication.
 - Acquire Self-Confidence.
 - Presentation Skills.
 - Writing Resume Skills.
 - Pass Personal Interview.
 - Teamwork Skills.
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- **Favorites:**
 - Basketball.
 - Swimming.