

PERSONAL INFORMATION

Alaa Ouf

 Cairo, Egypt

 (+2) 01067386386

 Alaa.ouf14@gmail.com

DOB: 14 October 1990

WORK EXPERIENCE

December 2017 – Present

Special Education Tutor

Learning Resource Center (LRC), Cairo (Egypt)

-Teaching English literacy & numeracy skills to students with learning difficulties like Dyslexia, down syndrome, ADHD, Autism and other kinds of difficulties.

-Handling Academic department's administration work

June 2016 – October 2017

Recruitment Specialist

SKY Group, Cairo (Egypt)

- Handled Sourcing, Posting, screening resumes, and phone & face to face interviews to recruit blue collars, Engineers and back office staff

March 2015 – March 2016

Customer Service Agent

Qatar Airways, Doha (Qatar)

- Provided face to face customer service to passengers at the check-in counters and gates before departure.

September 2013– February 2015

HR Assistant & Recruiter

Acrow Misr, Cairo (Egypt)

- Helped the HR manager to accomplish HR-related tasks.

- Handled sourcing, posting, screening resumes and phone& face to face interviews.

February 2013 – July 2013

ESL Teacher

Birmy International English School, Zhejiang (China)

-Taught the English language to Chinese students from age 3 to 16 years old and adults.

EDUCATION AND TRAINING

2007–2011

B.S. in Business Administration

Sadat Academy for Management Sciences, Cairo (Egypt)

Major: Banking

1995–2007

School

Victory College Language School, Cairo (Egypt)

2017–2019 Professional Training (Teaching field)

LRC, Cairo (Egypt)

- Phonological Awareness
- Writing Skills and Analysing Developmental Spelling in Early Years
- Sensory and Behaviour Issues
- Strategies for Supporting Working Memory
- Handling Medical Emergencies
- Self- Regulation
- Bilingualism
- Lindamood Program (LiPS)
- Seeing Stars Program
- Teaching Parenting the Positive Discipline Way
- Executive Functions
- Handwriting and Sensory Needs
- Social-Emotional Development
- Behaviour Management

PERSONAL SKILLS

Mother tongue Arabic

Foreign language English (Fluent)

Other skills **Computer Skills:** Microsoft office - Amadeus Altéa-Seibel-Oracle-HR ERP System

Driving licence Available