

## Biography



### Personal details:

**Name:** Osama Abdel Fatah Moussa Ahmed

**National ID :** 26212161202431

**Birth of date :** 16/12/1962

**Nationality:** Egyptian.

**Religion :** Muslim.

**Email :** [Osamamoussa@mans.edu.eg](mailto:Osamamoussa@mans.edu.eg)

### Education:

- Bachelor degree of commerce in accounting in may 1985 with a good grade Mansoura university
- Bachelor degree of law in may 1995 Mansoura university.

### Experiences:

- Course in programming language for stumping (Dos) in the computer and information system academy center.
- Course in developing Administrative and financial skills.
- Course in programming language for copal.

### Professional experience:

#### Current Job:

- Secretary general of Mansoura university

#### Previous Job:

- A third Purchasing and stores specialist in the public relations department.(attached working in the university President office)Mansoura university from 27/2/2018 to 6/5/2018.
- A second financial specialist in the university President's office from 1/9/2000 to 5/5/2001.

- the University, Mansoura University, in addition to his original work, from 6/5/2001 until 30/11/2004
- He was invited to supervise the exams of our children abroad at the Educational Cultural Office in Riyadh, Saudi Arabia for 6 months from 1/12/2004 until 31 May 2005.
- Supervising the media center of Mansoura University from 21/2/2006 to 20/3/2007
- A second financial specialist in the university President's office from 1/6/2005 to 20/3/2007.
- A first financial affairs specialist in the university president office from specialist (doing the work of the manager office of the university president) Mansoura university from 1/7/2008 To 31/5/2011.
- Director General of the university president (by delegation) Mansoura university, from 1/6/2011 to 9/7/2011.
- Director General of the Mansoura university president from 10/7/2011 to 22/3/2015.
- Assistant Secretary of the University for Financial Affairs (by delegation) in the Public Administration, Mansoura University from 23/3/2015 To 21/8/2015.
- Assistant Secretary of the University for Financial Affairs in the Public Administration, Mansoura University from 13/8/2015 To 21/2/2018.
- Assistant Secretary of the University for Financial Affairs in the Public Administration, Mansoura University (doing the work of secretary general by delegation ).

## Employment experience

- Member of the implementation follows –up a committee of Mansoura projects. According to the investment plan of the fiscal year 2015/2016 by resolution No. (3779) on 15/7/2015.
- Chairs of a committee to account for all the amounts collected from the opening date of the account no. (010000111) in the El-Ahly Bank and deposited in the credit account of the Community Service fund and environmental development, as well as documents indicating the disbursement of the maintenance work of the buildings of the faculty housing unit by resolution (4267) on 11/8/2015.
- Head of the committee formed to coordinate with the presidency of the city of Jamsa to make the record of the delivery of the site allocated to the

University of Mansoura in the district of The city of Jamsa by resolution No. (98) on 11 August 2015.

- Head of a permanent committee To settle advance payments and collecting university dues by others by resolution No. (2120) on 2 September 2015.
- Member of a committee to establish the basic value and propose the amount of the initial insurance for the rental of the university pharmacy located next to the Gate of the Olympic Village by resolution No. (5450) on 1/10/2015.
- Head of a committee for the numbers of statements of the rewards of the abilities tests for the academic year 2015 / 2016 at the Faculty of Sports Education by resolution No. (6969)in 10/12/2015.
- Head of a financial committee of the third meeting and employment of graduates by resolution No. (6936) in 10/12/2015.
- Head of a committee study and check all the works of the cooperative production society of construction and reconstruction and all disagreement between the university and Association and make the necessary financial settlements by resolution No. (7257) in 29/12/2015
- Member of the committee preparing the draft budget of Mansoura University for the fiscal year 2016 / 2017 resolution No. (16) on 4/1/2016 .
- Head of a committee of technical secretarial to occupy senior management and executive management positions by resolution No. (111) in 10/1/2016 .
- Head of a committee to Hand over the university pharmacy which is located next to the gate of the Olympic Village with its equipment for sally pharmacy by resolution No. (330) in 19/1/2016 .
- Head of a committee of inventory the safes in the public administration of the university by resolution No. (562) in 1/2/2016
- Member of a committee to study how to implement Law No. (118) for 2015 on the validity of the provisions of Chapter 5 of Law No. (14) of 2014 on employees of university hospitals, medical departments and student hospitals at the university by resolution (1212) on 21 February 2016.
- Head of a committee to check and determine the cash donations which were not supplied to the safes of GEC (Gastrointestinal center) by resolution No. (1327) on 25/2/2016 .
- Head of the Finance Committee of the first student conference of Mansoura University in the face of extremism and terrorism by Resolution No. (1832) on 16 March 2016.

- Supervising the inventory of a committee to establish the executive rules for the return to tighten the law of civil servants in the state by resolution No. (5017) on 2 August 2016.
- Head of a committee of the stores of the university's public administration by resolution No. (1503) on 13 June 2016.
- Member of a committee preparing the draft budget of Mansoura University for the fiscal year 2017 / 2018 by resolution No. (8135) on 28/11/2016.
- Head of a committee to establish the rules governing the disbursement of the proceeds of the sanctions fund applied to employees of the education department of the University for social purposes (subsidies) and cultural and sports resolution No. (3089) on 7/12/2016.
- Head of a committee to examine the financial and administrative irregularities related to economic treatment from the books of economic treatment in the university hospital resolution (695) on 9 February 2017.
- Member of a technical, financial and legal committee to review all contracts of supply and maintenance of the university by resolution No. (1004) on 19 February 2017.
- Head of the Human Resources Committee at the Center for Ophthalmology by Resolution No. (1979) on 30/3/2017.
- Head of the Human Resources Committee at the main university hospital by Resolution No. (1978) on 30/3/2017.
- Head of the Human Resources Committee at the Oncology Center, Resolution No. (1977) on 30/3/2017.
- Head of the Human Resources Committee at specialized medical Hospital purchases department by Resolution No. (1976) on 3/30/2017.
- Head of the Human Resources Committee at the University Children's Hospital Resolution No. (1982) on 30/3/2017.
- Head of the Human Resources Committee at the Center for GEC Surgery, Resolution No. (1981) on 3/30/2017.
- Member of the Board of Directors of the University Employees Insurance Fund for three years according to Resolution No. (2859) dated 5/8/2017.
- Supervising the committees for the inventory of the university's general administration stores for various items (sustainable - consuming - returned) and the personal covenant inventory of the employees and workers of the university's general administration and its departments for the financial year 2016/2017 by Resolution No. (1353) dated 05/30/2017.

- A representative of Mansoura University in the reconciliation committee in some disputes by Resolution No. (3124) dated May 22, 2017.
- Member of a technical, financial and legal committee to study who is those responsible for the error mentioned in the estimation of the operation of the new university printing building by Resolution No. (4249) dated 07/13/2017
- Head of the committee to prepare the draft budget of Mansoura University for the fiscal year 2018/2019 by Resolution No. (7566) on 11/21/2017
- Heads of the committee formed to review the texts of the military education regulation and suggest what is necessary to amend the texts that need to be amended by Resolution No. (5025) of 12/12/2017.
- Head of the permanent committee to check the files of workers who end their service to count the balance of regular vacations that they did not take while serving by Resolution No. (1130) dated 2/22/2018.
- Member of the Scholarships and Academic vacations Committee in the Education Department of the University of Resolution No. (1131) dated 22/2/2018.
- Head of the Human Resources Committee in the Education Department of the University in Resolution No. (1132) dated 22/2/2018.
- Head of the permanent committee to combine military service terms and scientific and practical experience for workers in education departments, university hospitals and specialized medical centers at the university by Resolution No. (1133) dated 22/2/2018.
- Member of a committee to examine the grievances submitted by some university employees, the Education Department, regarding performance reports for the year 2017, according to Resolution No. (1134) dated 22/2/2018
- Member of the Scholarships and Academic Leaves Committee, Department of Education at the University, by Resolution No. (3206) of 6/6/2018
- Head of the permanent committee to combine military service terms and scientific and practical experience for workers in education departments, university hospitals and specialized medical centers in the university by Resolution No. (4542) dated 8/8/2018.
- Head of the permanent committee to examine the service files of gentlemen at the university whose service is terminated to count the balance of the

regular leaves that they did not obtain during the service by Resolution No. (4543) dated 8/8/2018.

- Member of the Board of Directors of the Medical Care Fund with Resolution No. (5124) dated 3/9/2018.
- Member of the Board of Directors of the Nile Club for a period of two years by Resolution No. (5476) dated 9/17/2018.
- Member of the Board of Directors of the Teaching Staff Transport Vehicles Unit by Resolution No. (5784) dated 2/10/2018.
- Head of the Disciplinary Board for employees who are not members of the university's faculty by Resolution No. (5757) dated 2/10/2018
- Member of the Board of Directors of the Public Service Center of the Olympic Village at the university for a period of two years, renewable by Resolution No. (6030) on 10/10/2018.
- Member of the Board of Directors of the Scientific Computation Center, Resolution No. (6542) on October 23, 2018.
- Head of a committee to prepare a draft budget at Mansoura University for the fiscal year 2019/2020 by Resolution No. (7233) dated 11/18/2018.
- Member of the selection committee to fill senior management and supervisory management positions at the university by Resolution No. (7430) dated November 28, 2018.
- Member of a higher committee to supervise the activities of the first forum for incoming students of Egyptian universities in cooperation with the Central Administration for International Student Affairs in the Ministry and under the patronage of Mr. Prof. Minister of Higher Education and Scientific Research in Resolution No. (7773) dated 12/12/2018.
- Member of the Board of Directors of the Public Service Center for Occupational Safety and Health for two years as of 11/7/2018 by Resolution No. (574) dated 01/23/2019.
- Member of the Board of Directors of the Public Service Center for Occupational Safety and Health for two years as of 11/7/2018 by Resolution No. (574) dated 01/23/2019.
- Member of the University Hospitals Board of Directors for two years by Resolution No. (1123) dated 2/13/2019.
- Member of the selection committee to fill the positions of senior management and supervisory management at the university by Resolution No. (1281) dated 2/25/2019.

- Member of the committee to study the rules and regulations governing the distribution of housing units in housing members of the faculty, as well as depositing the amounts of insurance paid by faculty members before receiving the housing units that have been allocated to them, as well as transferring the funds for these insurances to the same account in which the maintenance amounts are placed, as well as the rental value of the units, declared About it by Resolution No. (48) on 7/3/2019.
- Member of a committee to examine the advanced grievances of some university employees, the Education Department, regarding the performance adequacy reports for the year 2017/2018 in Resolution No. (1839) dated 20/3/2019
- Head of the Human Resources Committee in the Education Department of Resolution No. (1840) on 3/20/2019
- Member of the Crisis and Disaster Management Board Committee for two years in Resolution No. (3096) on May 26, 2019

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