

Curriculum Vitae (CV)

Personal Data



Name : Saad Mohamed AbdelWahaab
Date of Birth : 1969 / 05 / 27
Natioal ID : 26905271601396
Nationality : Egyptian
Religion : Muslm

Academic Qualifications

- Bachelor's Degree in Social Service, May 1991 Valued by good Institute for Social Service in Damanhour

Professional Experiences

Current job

- Secretary-General of Mansoura University
- Head of Central Department of Human Resources Operations at Mansoura University.

Previous Job

- Third Social Worker of the General Administration of University Cities of Mansoura University from 27/1/1996 to 15/8/1997
- Third social worker at Al Mansoura University guesthouse from 16/8/1997 until 15/4/1998
- Third Social Activity Specialist in Public Administration (Public Relations Department), Mansoura University from 16/4/1998 to 2/8/1998
- Third Social Activity Specialist, Public Administration (Office of the Provedor), University of Mansoura, 3/8/1998 to 30/4/2002

- Social activist and second trips by the Office of the Secretary of the University of Mansoura from 1/5/2002 to 14/5/2004
- Social activist and second trips (acting as Director of the Secretary's Office), University of Mansoura, 15/5/2004 to 30/6/2008
- First Social Activist and Trips (acting as Director of the Office of the Secretary of the University), University of Mansoura, 1/7/2008 to 27/10/2013
- Acting as Director-General of the Office of the Secretary-General of Mansoura University (Ndaba) from 28/10/2013 until 29/12/2013
- Director-General of the Office of the Secretary-General of Mansoura University from 30/12/2013 until 31/1/2016
- Acting as Assistant Secretary for Administrative Affairs of Mansoura University (Ndaba) from 1/2/2016 to 30/3/2016
- Assistant Secretary for Administrative Affairs, University of Mansoura from 31/3/2016 until 4/9/2023

- Commissioning of the post of Head of Central Human Resources Department at the (high) level of the University of Mansoura from 5/9/2023 to 11/2/2024
- Head of the Central Department of Human Resources at the High Level of Employment University of Mansoura from 11/2/2024 to date
- Commissioning the functioning of the Secretary-General of the University of Mansoura from 8/7/2024 to 16/9/2024
- Secretary General of the University (Ndaba) University of Mansoura from 17/9/2024 to date
- Previously filled supervisory posts:
 - Supervision of the field of excursions and social activity in the Department of Youth Welfare in Al Mansoura University Students' City from 7/4/1996 until 15/8/1997
 - Director of the Office of the Secretary of the University of Mansoura University from 15/5/2004 to 27/10/2013
 - Acting as Director-General of the Office of the Secretary-General of Mansoura University (Ndaba) from 28/10/2013 until 29/12/2013
 - Director-General of the Office of the Secretary-General of Mansoura University from 30/12/2013 until 31/1/2016

- Acting as Assistant Secretary for Administrative Affairs of Mansoura University (Ndaba) from 1/2/2016 to 30/3/2016
- Assistant Secretary for Administrative Affairs, University of Mansoura from 31/3/2016 until 4/9/2023
- Commissioning of the post of Head of the Central Department of Human Resources at Mansoura University from 5/9/2023 until 10/2/2024
- Chargé d'affaires a.i. of resolution No. 627 of 23/8/1998
- Member of the Committee for the Preparation of the Annual Report of the University by Decision No. (1460) of 3/9/2000
- Member of Committee to receive the needs of different university units, hospitals and medical centers from local production imported by Decision No. 1177 of 21/11/2000
- Member of the University's Annual Achievement Report 2000/2001 by Decision No. 915 of 18/6/2001
- Member of the Committee for the Preparation of the Fifth Five-Year Plan of the University's 2002/2007 by Decision No. 1492 of 24/9/2001
- Responsible for follow-up in the Office of the Secretary of University of the Permanent Central Insurance Committee of the General Administration of the University formed by Decision No. (1653) of 3/10/2001
- Member of the University's Annual Achievements Report 2001/2002 by Decision No. 1185 of 19/8/2002

- Member of the Technical Secretariat Committee constituted by Mr. A. Dr. President of the University No. (2009) dated 26/11/2001 to study the development and increase of resources to serve the educational process and address the University's needs

Member of the Committee for the Examination of All Conditions Relating to Employment set out in Act No. 115 of 1993 (consultant); Assistant Consultant; Fellow of University Hospitals and Specialized Medical Centers at the University by Decision No. (1292) of 4/12/2002

- Member of the Committee for the Preparation of the Annual Report on the University's Achievements for the University Year 2002/2003 by Decision No. 1503 of 23/9/2003
- The Secretariat of the Disciplinary Board of Non-Teaching Staff shall issue Decision No. (1391) of 17/12/2003
- Member of the Committee for the Preparation of the University Jobs Budget Form Education Department in Mansoura and Education Department in Damietta on the situation on 1/11/2007
- Member of Al Mansoura University Water and Sanitation and Industrial Projects Research Centre Project Regulation Discussion Committee, 14/1/2008
- Member of the Standing Committee for the Integration of Military Service and Scientific and Practical Experience of University Staff in Education Departments, University Hospitals

and Specialized Medical Centres by Decision No. (3147) of 28/8/2012

- Member of the Standing Committee for the Integration of Military Service Periods and Scientific and Practical Experience of University Staff in Education Departments, University Hospitals and Specialized Medical Centers by Decision No. 1767 of 12/5/2014

- Member of the Technical Secretariat of the Standing Committee for Leadership Positions at the University by Decision No. (2047) of 3/6/2014

Member of the Committee for Updating the University Archives List by Decision No. 1363 of 9/6/2014

- Member of the Standing Committee for the Preparation of the University's General Mobilization Plan by Decision No. 657 of 16 March 2015

- Member of the Permanent Committee on Archives of the University's Education Sector by Decision No. 2743 of 1/6/2015

- Training of all gentlemen working in the preservation rooms for the education sectors, university hospitals and specialized medical centers from 10/12 _ 24/12/2014

- Lecture on Training Program Development of Workers' Skills from 11/3 _ 16/3/2015

- Chairmanship of the Technical Secretariat of the Standing Committee on Leadership Posts at Session No. 2 of the Minutes of the Selection Committee Meeting for Senior Management Positions on 11/6/2015
- Member of the Human Resources Committee of the University Department of Education by Decision No. (6860) 7/12/2015
- Member of the Standing Committee to include the duration of military service and scientific and practical experience of appointees prior to the application of Law No. 18 of 20105 for university workers in education departments, university hospitals and specialized medical centers by Decision No. 6781 of 2/12/2015
- Member of the Committee for the Study of the Implementation of Law No. (118) of 2015 on the applicability of the provisions of Chapter V of Law No. (14) of 2014 (Medical profession cadre) to employees of university hospitals, medical departments and university student hospitals by Decision No. (1212) of 21/2/2016
- Member of the Supreme Committee for Monitoring the Functioning of the University Hotel by Decision No. 1359 of 28/2/2016
- Member of the Workers' Affairs Committee of the Education Department of the University by Decision No. 1569 of 6/3/2016

- Member of the Standing Committee for the Preparation of the University's General Mobilization Plan for the Financial Year 2016/2017 by Decision No. (859) of 21/3/2016
- Member of the Workers' Affairs Committee of the Department of Education by Decision No. (2182) of 30/8/2016
- Member of the Board of Directors of the University Arboretum Unit by Decision No. 2675 of 19/4/2016
- Member of the Standing Committee for Inspection of the Service Files of the University's Employees Who Have Terminated Their Service in Order No. 3171 of 18/5/2016
- Member of the Committee for the Preparation of the Annual Report on the Activities of the University for the Academic Year 2015/2016 by Resolution No. (4812) on 27/7/2016, by Resolution No. (4573) on 18/7/2016
- Member of the Occupational Safety and Health Committee and Working Environment Insurance at Mansoura University by Decision No. 3427 of 1/6/2016
- Member of the Committee for the Consideration of Grievances Submitted by Some University Employees Education Department of Performance Adequacy Reports for 2015 by Decision No. (3941) on 26/6/2016
- Member of the Committee for the Elaboration of the Executive Rules for Return to the Provisions of the Civil Workers Act of the State promulgated by Law No. (47) of 1978 as of 21/1/2016, as well as examining the extent of implementation of

the Minister of Finance's Decision No. (89) of 2011 by Decision No. (5017) of 2/8/2016

- Member of the Standing Committee on Archives for the Sector of University Hospitals and Specialized Medical Centers by Decision No. 5479 of 15/8/2016
- The Chairman of the Committee set regulations for the exchange of 12% for the masters working at the University Hotel
- Member of the University Colleges Traffic Committee to review the implemented procedures for confronting colleges with the risks of rainfall, remove all occupancies on the faculties roofs and perform the necessary maintenance of electricity sources in accordance with a specific time program to achieve the safety and security of students by Decision No. 7733 of 7/11/2016
- Chairmanship of the Committee for the Arrangement and Selection of Applicants for the Employment of Workers of Auxiliary Services Bajer Daily in the General Administration of Administrative Affairs by Decision No. 3012 of 28/11/2016
- Member of the Committee for the Preparation of the Draft Budget of Mansoura University for the Financial Year 2017/2018 by Decision No. 8135 of 28/11/2016
- Member of the Human Resources Committee of the Department of Education by Decision No. 8241 of 1/12/2016
- Member of the Primary Receipt Committee for the construction of gates between building (1) and old building as well

as gate between building (3) and old building of the Faculty of Commerce in accordance with resolution (7893) of 14/11/2016

- Member of the Committee for the Development of Rules Governing Disbursement of the Proceeds of the Penal Fund Applicable to the Employees of the University Department of Education for Social (Subsidies), Cultural and Sports Purposes by Decision No. 3089 of 7/12/2016
- Member of the Committee to include the terms of military service and scientific and practical experience of the University's staff in the departments of education and university hospitals and specialized medical centers by Decision No. 8557 of 21/12/2016
- Member of the Crisis Management Committee of Mansoura University by Decision No. (19) of 1/1/2017
- Member of the committee formed with the consent of Prof. Dr ./Rector of the University on 25/3/2017 to process the documents required for submission to the Office of Experts to implement the preliminary judgement to limit the amounts owed by Global (V) Hospitality (Ramada Hotel and Tourism Facilities Management(
- Member of the Committee for the Preparation of the General Mobilization Plan of Mansoura University for 2017/2018 by Decision No. (798) of 27/3/2017
- Member of a committee to examine grievances submitted by some university employees Education Department of Performance Adequacy Reports for 2016 by Decision No. (2540) on 24/4/2017

- Member of the Commission for the Study of Applications from the Mandating Categories provided for by Law No. 29 of 1974 (Physicians, Pharmacists, Dentists, Nursing Bodies, Health Professionals and Assisting Professional Medical Categories) To amend the commissioning from and to the departments of university hospitals, specialized medical centers and the department of education of the university or the university to the directorates of health affairs of the Ministry of Health in the light of the pressing humanitarian and social conditions documented by the official documents of Decree No. 3284 of 23/5/2017
- Member of the Committee to prepare the annual report on the University's activity for the academic year 2016/2017 by Resolution No. (4526) on 18/7/2017
- Member of the Committee for Determining the Space Allocated to the English Language Center and the duration for utilization and value for annual utilization to allocate part of the third floor of the Scientific Account Center Building to become the headquarters of the English Language Center for purposes of Decision No. (28) of 27/8/2017
- Chairman of the committee formed to develop a regulation on how to utilize faculty housing units (water, management and guarding), conditions of utilization and other matters related to the joint utilization of university housing in preparation for submission to the University Council by Decision No. (32) of 14/9/2017

- Chairman of the Committee formed to study how to implement the rulings issued by the university workers on the disbursement of the financial differences from the annexation of the previous term of service by Decision No. 6477 of 8/10/2017
- Member of the committee formed to prepare the draft budget of Mansoura University for the financial year 2018/2019 by Resolution No. (7566) of 21/11/2017
- Member of a committee to examine grievances submitted by some university employees Education Department of Performance Adequacy Reports for the period from 1/1/2017 to 30/6/2017 by Decision No. (7894) on 6/12/2017
- Member of the Standing Committee for the Inspection of the Service Files of University Employees Whose Service is Terminated to Limit the Balance of Regular Vacations They Did Not Receive During Service by Decision No. 7992 of 12/12/2017
- Member of the Committee to review the texts of the Military Education Regulation and propose what is necessary to amend the necessary texts, provided that the Committee submits its report within fifteen days by Decision No. (8025) of 12/12/2017
- Member of the University's Career Structure Review Committee and suggestion of what needs to be amended as well as review of job description cards and the terms of reference of each job by Decision No. (256) of 10/1/2018
- Member of the Standing Committee for the Selection of the Most Efficient Applicants to Contract Jobs Announced at the Time

of First Need in accordance with Ministry of Planning, Follow-up and Administrative Reform Decision No. 110 of 2017 by Decision No. (1070) of 19/2/2018

- Member of the Standing Committee for the Integration of Military Service Periods and Scientific and Practical Expertise of Staff in Education Departments, University Hospitals and Specialized Medical Centers of the University by Decision No. 1133 of 22/2/2018
- Member of the Standing Committee for Inspection of Service Files of Gentlemen Working at the University Terminated to Limit the Balance of Regular Leave They Did Not Receive During Service by Decision No. (1130) of 22/2/2018
- • Member of the Committee for the Consideration of Grievances Submitted by Some University Employees Education Department of Performance Adequacy Reports for 2017 by Decision No. (1134) on 22/2/2018
- • Member of the Human Resources Committee of the University Department of Education by Decision No. (1132) of 22/2/2018
- • Member of the Committee for the Study of the Modernization of the Organizational Structures of University Hospitals and Specialized Medical Centers of the University in accordance with the approval of Mr. Dr. President of the University on 25/3/2018

- • Member of the Committee for the Preparation of the General Mobilization Plan of Mansoura University for 2018/2019 by Decision No. (1685) of 19/3/2018
- • Member of a committee to study the regulations in all financial, administrative and technical aspects and submit a proposal for the draft regulations for submission to the University Council on 12/4/2018
- • Member of the Committee for the Preparation of the Rules of Procedure of the Mansoura University Centre for Vertebrate Fossils in accordance with the approval of Mr. Dr. President of the University on 15/4/2018
- Member of the Technical Committee for the Preparation of a Complete Conception and Division of the University Land in Jammsa by Decision No. 2542 of 30/4/2018 and Resolution No. 2765 of 9/5/2018
 - Member of the Occupational Safety and Health Committee and Working Environment Insurance at Mansoura University by Decision No. 2991 of 24/5/2018
 - Representative of the University of Mansoura to the Conciliation Commission in certain disputes by Mr. Chancellor/Minister of Justice No. 4831 of 2018
 - Member of the Conciliation Commission on Certain Disputes as of 6/6/2018 by Decision No. (3383) of 11/6/2018
 - Chairman of the Committee formed to prepare a brochure of conditions for the rental of teaching staff transfer (from Mansoura to Cairo and return) and (from Mansoura to

Alexandria and return) by Decision No. (6) of 12/6/2018

- Member of the Specialized Technical Committee for the development of a brochure of conditions and specifications and the expected cost of the project of exploiting the university wall from shops, banks and others by Decision No. 3442 of 21/6/2018
- Member of the Annual Report on the University's Activity for the Academic Year 2017/2018 by Resolution No. (3914) of 11/7/2018
- Member of the Committee to receive applications submitted by the different units of the University to study them and determine their suitability and apply for the Government Excellence Award by Decision No. 4076 of 19/7/2018
- Member of the Standing Committee for the Integration of Military Service Periods and Scientific and Practical Expertise of Staff in Education Departments, University Hospitals and Specialized Medical Centers of the University by Decision No. 4542 of 8/8/2018
- Member of the Standing Committee to examine the service files of the gentlemen working in the education department of the university whose service is terminated in order to limit the balance of the regular holidays they did not receive during the service by decision No. 4543 of 8/8/2018
- Chairman of the Disciplinary Board of Non-Faculty Employees of the University during the consideration of the disciplinary proceedings transmitted by a staff member of the Gastrointestinal Surgery Centre to the University Decision

No. 6213 of 15/10/2018

- Member of the Committee for the Preparation of the Draft Budget of the University for the Financial Year 2019/2020 by Resolution No. (7233) of 18/11/2018
- Chairman of the committee formed to deliver a plot of land on an area of 3000 square meters behind my building 6; In the vicinity of Amal City of Student Housing at the University for the establishment of the technological complex at the University by Decision No. 7851 on 17/12/2018
- Member of a committee to study the modernization of the organizational structures of Mansoura University Department of Education in accordance with article 188 of the Implementing Regulations of the Civil Service Law of the Law (81) of 2016 by Decision No. 102 of 6/1/2019
- Member of the Committee for the Study of the Modernization of the Organizational Structures of University Hospitals and Specialized Medical Centers in accordance with article 188 of the Executive Regulation of the Civil Service Law No. (81) of 2016 by Decree No. 103 of 6/1/2019
- Committee to examine a member of a committee to examine grievances submitted by some employees of the University Department of Education from performance adequacy reports for 2017/2018 by Decision No. (1321) on 25/2/2019
- Member of the Committee for the Preparation of the General Mobilization Plan for Mansoura University for 2019/2020 by Decision No. (1837) of 20/3/2019

- Member of Committee to examine grievances submitted by some employees of the University Department of Education from Performance Adequacy Reports for 2017/2018 by Decision No. (1839) of 20/3/2019
- Member of the Human Resources Committee of the Department of Education by Decision No. (1840) of 20/3/2019
- Chairpersons of the Committee for the Study, Examination and Review of the Reports of the Central Accounting Agency with regard to the payment of the compensatory incentive to the workers named in the reports in accordance with the provisions of Prime Minister's Decision No. 1822 of 2015 and the General Publication of the Ministry of Finance No. 6 of 2015.
- Member of the Supreme Committee for Monitoring the Functioning of the University Hotel by Decision No. (2983) of 20/5/2019
- Member of the Committee for the Establishment of the Controls on which the freedom to reappoint workers with higher qualifications during service is taken in accordance with the needs of the University and in accordance with the text of article 189 amended of the Implementing Regulation of the Civil Service Law issued by Law No. (81) of 2016 and the Job Budget Forms (Form No. 5) of the University in its two departments of Education - Hospitals by Decision No. (29887) of 20/5/2019
- Member of the Training and Rehabilitation Committee

provided that the Committee shall:

- * Adopt and implement the training plans of the administrative and technical apparatus
- * Adopt and implement training plans for faculty members and their collaborators
- * Adopt and implement the lab training line to prepare to contribute to the country's digital transformation strategy

Decision No. (3092) On 26/5/2019

- Chairman of the Technical Secretariat Committee of the University's Senior Management Selection Committee by Decision No. 3376 of 10/6/2019
- • Member of the Sports and Health Committee to take the necessary steps to promote the dissemination of sports culture among students in order to follow up on how to invest time and develop mechanisms to take care of physical health. Dr. Amin High Council of Universities by Decision No. (71) of 18/6/2019
- • Member of the Campus Preparation Committee to receive the new academic year 2019/2020 by Decision No. (77) on 8/7/2019
- • Member of a committee to examine grievances submitted by some employees of the Torai Hospital from performance adequacy reports for the period from 1/7/2018 until 30/6/2019 by Decision No. (4228) on 17/7/2019
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- • Member of a committee to receive applications submitted by different units to study them and determine their suitability and apply for the Government Excellence Award by Decision No. 4076 of 19/7/2018
- • Member of the Committee for the Preparation of the Annual Report on the University's Activity for the Academic Year 2018/2019 by Resolution No. (3943) on 8/7/2019
- Member of the Committee for the Exemplary Application of Prime Minister's Decision No. 1627 of 2019 to determine the minimum wage for employees in the Education, University Hospitals and Medical Centers of the University of Mansoura by Decision No. 4566 of 30/7/2019
- • Member of a committee to examine grievances submitted by some employees of the Oncology Center from performance adequacy reports for the period from 1/7/2017 until 30/6/2018 by Decision No. (5214) on 25/8/2019
- • Member of a committee to examine grievances submitted by some university employees Education Department of Performance Adequacy Reports for the Financial Year 2018/2019 by Decision No. (6232) on 10/10/2019
- • Member of a committee to examine grievances submitted by some employees of the main university hospital from performance adequacy reports for the period from 1/7/2018 until 30/6/2019 by Decision No. (6550) on 21/10/2019

- • Member of the Committee for the Preparation of the Draft Budget of Mansoura University for the Financial Year 2020/2021 by Decision No. 7146 on 21/11/2019
- • Member of a committee to examine grievances submitted by some employees of the gastrointestinal surgery center from performance adequacy reports for the period from 1/7/2018 until 30/6/2019 by Decision No. 7137 of 21/11/2019
- Member of the Committee to take the necessary measures to qualify Mr. Professor/Secretary General of the University to obtain the institutional accreditation of Al-Mansoura University by Decision No. 2936 of 15/12/2019
- • Member of a committee to examine complaints submitted by some employees of the emergency hospital from performance adequacy reports for the period from 1/7/2019 until 30/6/2020 by Decision No. (191) on 14/1/2020
- • Member of a committee to examine grievances submitted by some employees of the Oncology Center from performance adequacy reports for the year 2018/2019 during the period from 1/7/2018 until 30/6/2019 by Decision No. (546) on 5/2/2020
- • Member of the Human Resources Committee of the Department of Education by Decision No. 547 of 5/2/2020
- • Member of the Committee for the Preparation of the General Mobilization Plan for Mansoura University for 2020/2021 by Decision No. (1214) of 8/3/2020

- • Member of the Committee for the Development of Policies and Programmes for Infection Control at the University Level and supervision of the follow-up implementation of Resolution No. (1269) of 15/3/2020
- • Chairman of the Committee for the Accounting of Cooperative Societies of the University of Mansoura and the determination of their names and the purpose of their establishment and the work they are currently engaged in and the legal status of their headquarters within the campus of the University by Resolution No. (2008) of 28/6/2020
- Member of the Committee in the study of the human resources structure of the hotel in terms of the competencies, preparation and specializations required for the departments in accordance with the established standards of hotel management to raise the level of service for the guests by Decision No. 2468 of 22/7/2020
- • Member of the Annual Report Committee on the Activities of the University for the Year 2019/2020 by Resolution No. (2766) of 16/8/2020
- • Member of the Central Committee for Occupational Safety and Health and Working Environment Insurance at Mansoura University for one year from 22/5/2020 by Decision No. 3034 of 1/9/2020
- • Member of the Standing Committee for the Integration of Military Service Periods and Scientific and Practical

Experience for the Two Years in the Departments of Education, University Hospitals and Specialized Medical Centers of the University by Decision No. 3239 of 22/9/2020

- • Member of the Supervisory, Monitoring and Steering Committee to meet the criteria for the university's participation in the competition for the selection of the best university for the reception of the 2020/2021 academic year by resolution (3474) on 4/10/2020
- • Member of a committee to examine grievances submitted by some of the employees of the Department of Education from the performance adequacy reports for the year 2019/2020 by Decision No. (3562) dated 12/10/2020
- Member of Financial, Administrative, Legal and Technical Committee by Decision No. 160 of 17/11/2020
- • Member of the Committee for the Preparation of the Draft Budget of the Education Department for the Financial Year 2021/2022 by Resolution No. (3946) of 10/11/2020
- • Head of Risk Management Team in the General Administration of the University by Decision No. 4122 of 29/11/2020
- • Member of a committee to examine complaints submitted by some employees of the Gastroenterology Center from performance adequacy reports for the period 1/7/2019 until 30/6/2020 by Decision No. (4227) on 7/12/2020

- • Member of a committee to examine grievances submitted by some employees of Al-Batinah Specialized Hospital from performance adequacy reports for the period 1/7/2019 until 30/6/2020 by Decision No. (4423) on 16/12/2020
- Chairman of the Internal Audit Committee of the University's General Administration and its annexes to resolution No. 4574 of 29/12/2020
- • Member of a committee to examine requests from the commissioning categories provided for by Law No. 29 of 1974 (doctors, pharmacists, dentists, nursing bodies, health professionals and technical associations) to amend the commissioning from or to university hospitals or the education sector and have not issued decisions to amend the mandate from the Ministry of Health by Decision No. (269) of 26/1/2021
- • Member of the Scholarship and Leave Committee of the University Department of Education by Decision No. 312 of 1/2/2021
- • Member of the Scholarship and Leave Committee of the Hospital Department of the University for two years by Decision No. (84) of 11/1/2021
- • Member of the Grievances Committee submitted to some employees of the emergency hospital from performance adequacy reports for the period from 1/7/2020 to 30/6/2021 by Decision No. 510 of 17/2/2021

- • Member of a committee to examine grievances submitted by some university workers Education Department of Adequate Performance Reports for the Financial Year 2020/2021 by Decision No. (3396) of 15/8/2021
- • Member of the Committee for the Preparation of the General Mobilization Plan for Mansoura University for 2021/2022 by Decision No. 872 of 9/3/2021
- Member of the High Executive Committee for Crisis and Disaster Management by Decision No. 993 of 23/3/2021
- • Member of the Scholarship and Leave Committee of the University Department of Education at the University Department of Education for two years by Decision No. 1507 of 17/5/2021
- • Member of the Grievances Committee submitted to some employees of Mansoura University Hospital from performance adequacy reports for the period from 1/7/2019 to 30/6/2020 by Decision No. (2616) on 8/7/2021
- • Member of the Chronicle Committee for the Celebration of Mansoura University in Golden Jubilee by Decision No. 3820 of 30/8/2021
- • Member of the Committee for the Preparation of the Draft Budget of the University Department of Education for the Financial Year 2022/2023 by Decision No. 5676 of 7/12/2021

- • Member of the Committee for the Preparation of Annual Reports on the University's Activity for the Year 2020/2021 by Resolution No. 3872 of 2/9/2021
- • Member of the Grievance Committee submitted by some employees of the Gastrointestinal Surgery Centre from Performance Adequacy Reports for the period 1/7/2020 until 30/6/2021 by Decision No. (4665) on 10/10/2021
- Member of the Committee for the Study of Applications Submitted by the Categories of Commissioning set out in Law No. 29 of 1974 by Decision No. (4951) of 30/10/2021
- • Member of the Grievances Committee submitted to some staff members of Al-Batinah Specialist Hospital from Performance Adequacy Reports for the period from 1/7/2020 to 30/6/2021 by Decision No. 5310 of 14/11/2021
- • Member of a committee to examine grievances submitted by some university employees Education Department of Performance Adequacy Reports for the Financial Year 2021/2022 by Decision No. (756) 20/2/2022
- • Member of a committee to examine grievances submitted by some university employees Education Department of Performance Adequacy Reports for the fiscal year 2021/2022 by Decision No. (337) 23/2/2022
- • Member of the Committee for the Preparation of the General Mobilization Plan of Mansoura University for 2022/2023 by Decision No. (2027) of 15/5/2022

- • Member of the Board of Directors of the University Arboretum Unit for two years from 13/4/2022 by Decision No. (2571) of 7/6/2022
- • Member of the Committee to prepare the annual report on the University's activity for the academic year 2021/2022 by Decision No. 3130 of 5/7/2022
- Member of the Committee established to administer the file of Mansoura Al-Ahliyya University and to implement and follow up all the special procedures of Mansoura Al-Ahliyya University by Decision No.
- • Member of the Human Resources Committee of the Department of Education by Decision No. (4398) of 25/8/2022
- • Member of the Supreme Committee for Monitoring the Functioning of the University Hotel by Decision No. 4739 of 5/9/2022
- • Member of the Committee to Review and Study the Organizational Structure and Implementation of the Approved Structure of the University Hospitals of Mansoura University by Decision No. (5086) of 13/9/2022
- • Member of the Committee formed to prepare the financial and administrative regulations of the Center "Support for innovation, transfer and marketing of technology and increase of business and linking the University to industry by Decision No. 252 of 13/9/2022

- • Chairmanship of the Committee formed by the decision of Prof. Dr ./Rector of the University No. (5382) on the date of 27/9/2022 for the elaboration of the statutes of the administration of a launching company for communication and information
- • Member of the Committee to examine grievances submitted by some university employees Education Department of Performance Adequacy Reports for the fiscal year 2022/2023 by Decision No. 5402 of 29/9/2022
- General supervision of the administrative affairs of Al-Mansoura Al-Ahliya University in addition to its original work by University Decision No. 5706 on 13/10/2022
- • Chairperson of the Committee to compile and prepare all administrative procedures and rules and to clarify the necessary steps to complete them in the form of three guides for each of the members of the faculty, staff and students and to produce them as a digital copy to be uploaded on the portals of the university's electronic services (My Mans MyU) by Decision No. 5816 of 17/10/2022
- • Chairman of the Committee to examine the reasons given by the provisions established by some employees of the University for their entitlement to pay the incentive allocated by Decision No. (6090) of 1/11/2022

- • Member of the Provisional Executive Council of the University of Mansoura Al-Ahliya by Decision No. 53 of 19/11/2022
- • Member of Committee to examine grievances submitted by staff of the specialized internal hospital from performance adequacy reports for the period from 1/7/2021 until 30/6/2022 by Decision No. 6701 of 5/12/2022
- • Member of Committee to examine grievances submitted by staff of the Gastrointestinal Surgery Centre on performance adequacy reports for the period from 1/7/2021 until 30/6/2022 by Decision No. 6145 of 8/11/2022
- Member of a committee to examine complaints submitted by the staff of the Oncology Centre on performance adequacy reports for the period from 1/7/2021 until 30/6/2022 by Decision No. 6961 of 20/12/2022
- • Member of the Scholarship and Leave Committee of the University Department of Education by Decision No. 7000 of 21/12/2022
- • Member of the Committee to examine grievances submitted by the employees of the University's Department of Education from the performance adequacy reports for the fiscal year 2022/2023 by Decision No. 7001 of 21/12/2022
- • Member of the Standing Committee for Inspection of the Service Files of Gentlemen Working at the University whose service was terminated in order to limit the balance of the

regular vacations they did not receive during the service by
Decision No. 7002 of 21/12/2022

- • Member of the Standing Committee to include the terms of military service and scientific and practical experience of the staff of the education departments, university hospitals and specialized medical centers of the University by Decision No. 7003 of 21/12/2022
- Member of the Human Resources Committee of the University Department of Education by Decision No. 7004 of 21/12/2022
- • Member of a committee that would be the Committee ' Dr. Vice-Chairman of the Board of Directors of the National Centre for Housing and Construction Research and Building Reports of the Building:
- • Provision of alternative places for gentlemen teaching staff, staff and students in order to ensure the smooth functioning of the educational process
- • Follow-up evacuation of the building of the Faculty of Sports Education main building in coordination with the University Security Department
- • Address all administrative and academic obstacles resulting from this eviction
- • The Committee's work shall be completed no later than one week after the date of the decision

- • All the Committee's proposals shall be submitted to the Council of the League for approval by resolution No. 5920 of 29/10/2022
- • The Chairman of the Committee formed to study the reasons given by the provisions established by some university workers for their entitlement to pay the incentive allocated to the "administrative incentive" of 200% of the basic wage plus the supplementary wage and the problem with the decision of the Chargé d'affaires of the Rector No. (6090) on 1/11/2022
- Chairman of the Committee to Take Action to Prevent Crises and Disasters and to Train Cadres Qualified to Cope with Crises Disasters University Mansoura Al-Ahliyya by Decision No. 131 of 31/12/2022
- • Direct supervision of probation work for exams at bachelor's degree, bachelor's degree and postgraduate studies at university colleges by Decision No. (1) on 1/1/2023
- • Member of the Committee for the Preparation of the Draft Budget of the University's Education Department for the Financial Year 2023/2024 and the preparation of its own estimates by Decision No. 29 of 2/1/2023
- • Member of a committee to prepare a thorough study for the purpose of establishing one-person companies with limited responsibility for the internal investment system

owned by the University fully owned by Decision No. 956 of 1/3/2023

- • Member of the Committee established to prepare the general mobilization plan for the University of Mansoura for 2023/2024 Decree No. 1280 of 16/3/2023
- • Member of the Committee for the Reception and Organization of the Activities of the Higher Council of Universities in Rehab University of Mansoura and the assignment of professors President and members of the Higher Council of Universities and the delegation accompanying them by Decision No. (2124) on 8/5/2023
- Direct supervision of probation work for exams at bachelor's degree, bachelor's degree and postgraduate studies at university colleges by Decision No. (2168) on 9/5/2023
- • Member of the Assessment Committee on the Status of the University for the Old University Administration Building and the extent of the University's need for and use of the property and prepare a report thereon by Decision No. 2978 of 20/6/2023
- • Member of a committee to examine grievances submitted by the staff of Mansoura University Hospital on performance adequacy reports for the period from 1/7/2021 until 30/6/2022 by Decision No. 3089 of 9/7/2023
- • Chairman of the Committee for the Study of Existing Contracts as well as the needs of the Department of

Education, University Hospitals and Specialized Medical Centers and the preparation required of security and cleaning workers and the preparation of a brochure of conditions and specifications for their submission in accordance with the provisions of Law No. 182 of 2018 and the Executive Regulation of Decree No. 1653 of 28/8/2023

- • Member of the Conciliation Commission on Certain Disputes Representative of Mansoura University by Decision No. 5076 of 14/9/2023
- Member of the Standing Committee for the Integration of Military Service and Scientific and Practical Experience of Staff in Education Departments, University Hospitals and Specialized Medical Centres of the University by Decision No. (5078) of 14/9/2023
- • Member of the Human Resources Committee of the University Department of Education by Decision No. 5077 of 14/9/2023
- • Member of the Standing Committee for Examination of the Service of University Gentlemen by Decision No. 5079 of 14/9/2023
- • Member of the Committee for the Use of Those It Deems Appropriate to provide logistical support and all possible amenities and services to the delegation participating in the celebration in a manner befitting the University's name resolution No. 5081 of 14/9/2023

- • Member of the Grievance Committee submitted by the staff of Mansoura University Hospital from the performance calendar reports for the period from 1/7/2021 until 30/6/2022 by Decision No. 5564 of 1/10/2023
- • Member of the Scholarship and Leave Committee of the Hospitals Department of Mansoura University for two years by Decision No. 5670 of 4/10/2023
- Member of the Committee for the Study of Applications Submitted by the Categories of Commissioning provided for by Law No. 29 of 1974 (Prolonged, Pharmacists, Dentists, Nursing Authority, Health Professionals and Assisted Medical Categories) by Decision No. 6315 of 5/11/2022
- • Member of the Scholarship and Leave Committee of the University Department of Education for two years by Decision No. 6451 of 14/11/2023
- • Member of the Committee for the Examination of Grievances submitted by some employees of the University's Department of Education from the performance calendar reports of the financial year 2022/2023 by Decision No. 6453 of 13/11/2023
- • Supervision of the Committee for the Assistance of 6 Drivers to Work at the University in the Department of Education Bajer Daily by Decision No. (2443) on 7/12/2023
- • Member of the Grievance Committee submitted by some employees of the Gastrointestinal Surgery Centre from the

Performance Evaluation Reports for the period from 1/7/2022 to 30/6/2023 by Decision No. 754 of 13/2/2024

- • Member of the Committee to examine grievances submitted by employees of Al-Batinah Specialist Hospital from the performance calendar reports for the period from 1/7/2021 until 30/6/2022 by Decision No. 590 on 6/2/2024
- Member of a committee to examine grievances submitted by employees of Mansoura University Hospital on the performance calendar reports for the period from 1/7/2021 until 30/6/2022 by Decision No. (1023) on 27/2/2024
- • Member of the Committee for the Study and Preparation of the Budget Estimates of the Mansoura Education Department for the Financial Year 2024/2025 by Decision No. 168 of 8/1/2024
- • Member of the Committee for the Preparation of the General Mobilization Plan of Mansoura University for 2024/2025 by Decision No. 2412 of 24/4/2024
- • Member of the Committee for the Study of Applications Submitted by Employees of the Education Sector wishing to be assigned or loaned outside the University by Decision No. 2848 of 21/5/2024
- • Chairman of the Tadib Council of Non-Faculty Employees of the University for the Judicial Year 2023/2024 by Resolution No. (4860) of 2024/8/11

Training Courses

- Training course for new appointees to the University's youth welfare agencies from 9/6/1996 to 15/6/1996
- • Advanced Operation Training Course in First Aid from 15/6 to 19/6/1997 Mansoura University
- • Training course on first aid, addiction and environmental impact from 8/3 to 17/3/1998, General Department of Youth Welfare, University of Mansoura
- • Course in the program of a working affairs specialist from 22/5 to 26/5/1999 at the Center for Administrative Training and Consulting of the Faculty of Commerce of Mansoura University
- • Training course on the subject of the Tender and Auction Law 89 of 1998 from 15/6 to 16/6/1999 at the Centre for Legal Studies and Consulting, Faculty of Law, University of Mansoura
- • Training course in the Student Care Specialist Skills Development Programme from 1/4 to 5/4/2000 at the Administrative Training and Consulting Centre of the Faculty of Commerce of Mansoura University
- • Training course in the procurement programme from 6/4 to 10/4/2002 at the Administrative and Advisory Training Centre of the Faculty of Commerce of Mansoura University

- • Training course in the enrolment and conservation programme from 20/4 to 27/4/2002 at the Administrative and Advisory Training Centre of the Faculty of Commerce of Mansoura University
- • Training Course in the Programme of Skills Development in Research Activities from 22/2 to 26/2/2003 at the Administrative and Advisory Training Centre of the Faculty of Commerce of Mansoura University
- • Training course in the Management Skills Development Programme from 12/4 to 16/4/2003 at the Administrative and Advisory Training Centre of the Faculty of Commerce of Mansoura University
- Training course in the Workers' Skills Development Program from 21/6 to 25/6/2003 at the Administrative and Advisory Training Center of the Faculty of Commerce of Mansoura University
- • Training course in MASS COMPUTER COURTS (WINDOWS - WORD - EXCEL) EXCELLENT. During the period 15/3 to 27/3/2003 from MTCC University of Mansoura
- • Training Course in the Department Chiefs Skills Development Program from 19/4 to 24/4/2003 at the Administrative Training and Consulting Center of the Faculty of Commerce of Mansoura University
- • Training course on developing the skills of workers in the field of workers' affairs from 15/5 to 17/5/2007 at the

Center for Administrative Training and Consulting Faculty of
Commerce, Mansoura University

- • Training course on developing the skills of workers in the field of legal creativity from 29/5 to 31/5/2007 at the Center for Administrative Training and Consulting of the Faculty of Commerce of Mansoura University
- • Training course on developing the skills of employees in the field of procurement from 25/6 to 28/6/2007 at the Centre for Administrative Training and Consulting of the Faculty of Commerce of Mansoura University
- • Training course on developing the skills of departmental managers from 9/3 to 16/3/2008 from the General Department of Management and Administration, Training Department, University of Mansoura
- • ICTP Computer Course 2008 Ministry of Higher Education
- • Training course on developing the skills of workers in supervisory management from 1/3 to 11/3/2009 from the General Department of Management and Administration, Training Department, University of Mansoura
- Training course on developing the skills of workers in the field of comprehensive quality management from 30/3 to 5/4/2009 from the General Department of Management and Administration, Training Department, University of Mansoura

- • Training course on developing the skills of crisis management workers from 6/4 to 12/4/2009 from the General Department of Management and Administration, Training Department, University of Mansoura
- • Training course in the programme of preparation and construction of second grade leaders held from 6/2 to 11/3/2010 Sadat Academy of Administrative Sciences
- • Training course on the development of English language workers' skills from 15/1/2012 to 26/1/2012 General Department of Management and Administration Training Department Mansoura University
- • Training course in the programme of preparation for leadership positions from the Director General's degree from 8/12 to 26/12/2013 of the Central Management and Administration Organ of the Presidency of the Council of Ministers
- • Training course in the preparation programme for high-level leadership positions from 14/2 to 25/2/2016 from the Central Organization for Management and Administration Presidency of the Council of Ministers
- • Training Course on Dissemination of Integrity, Transparency and Quality Value Procedures for Corruption Risk and Prevention from 16/10 to 20/10/2016 from the Administrative Oversight Authority

- • Certificate of participation in the training workshop on equality for persons with disabilities from 4/12 - 5/12/2018 in Cairo from the International Labour Area
- • Crisis Management Education Course No. (1) for the University Performance Development Centre of Mansoura University from 9/4-13/4/2022 of the Nasser High Military Academy of the Ministry of Defence
- • Crisis Management Course from Nasser High Military Academy Ministry of Defence equivalent to 9/4-13/4/2022 of the University Performance Development Center
- • Training Program Ethics of Scientific Research in Faculty and Leadership Development Programs from 28/6 to 29/6/2022 of the University Performance Development Center of Mansoura University

Educational Course for Strategic Studies and National Security No. 3 for the University Performance Development Centre of Mansoura University from 2/7-6/7/2022 of the Nasser Higher Military Academy of the Ministry of Defence

- Training course on strategic studies and national security equivalent to the strategic planning course (FLDP) from 2/7 - 6/7/2022 University Performance Development Centre of Mansoura University

- Training Program Effective presentation within faculty and leadership development programs from 16/10-

17/10/2022 of the University Performance Development
Center of Mansoura University

- Passing the basic digital transformation tests at 5 Mandatory Modules + 2 Elections (Web Search - Mobile App) in the Center of Electronic and Knowledge Services of the Higher Council of Universities is valid from 10/2023 to 9/2028

Appreciation Certificates

- Certificate of appreciation from Mr. A. ' Vice-Chancellor, Cairo University of Education and Students' Affairs, 1996
- • Certificate of appreciation from Mr. General Governor of Dakahlia 2000
- • Thanking Mr. Professor/Secretary of the University in 2004
- • Certificate of appreciation from Mr. A. ' D. Rector's Office, 2005
- • Thanks and appreciation from Mr. A. Vice-Chancellor for Education and Students' Affairs, 2006
- • Thanks and appreciation from Mr. A. D. Rector's Office, 2006
- • Certificate of recognition from Mr. Professor/Director General of Management and Administration 2007
- • Certificate of recognition from Mr. Professor/Secretary-General of the University in 2007

- • Thanking Mr. Professor/Assistant Secretary for Education and Students Affairs in 2007
- • Thanking Mr. Professor/Head of Central Department of Financial Expertise, Ministry of Finance, 2008
- • Certificate of appreciation from Mr. General Governor Al-Dakahlia 2008
- • Number (2) of Mr. A. ' Dr. Chancellor
- • Testimony of thanks and appreciation from Mr. A. Vice-Chancellor of the University for Community Service and Environmental Development
- Letter of thanks from Mr. Professor/Director of Mansoura Branch Engineering Company for Office Mothers
- • Thanks and appreciation from Mr. Professor/Assistant Secretary for Education and Students Affairs
- • Thanking Mr. Professor/Director General of Education and Students Affairs
- • Thanking Mr. Professor/Assistant Secretary for Administrative Affairs in 2010
- • Thanking Mr. Professor/Assistant Secretary for Administrative Affairs in 2012
- • Certificate of thanks and recognition from Mr. A0d/Rector in 2013

- • Certificate of thanks and appreciation from Mr. A.0d/Vice-Chancellor of the University for Community Service and Environmental Development; Mr. A ' President of the University for constructive participation in the activities and activities of the third environmental week from 3-7 March 2013
- • Certificate of recognition from Mr. Professor/Secretary-General of the University in 2014
- • Thanking Mr. Professor/Secretary-General of the University in 2014
- Certificate of recognition from Mr. A0d/Rector for Outstanding and Effective Participation in 2014 RoboRace Gompetitior
- • Thanks from Mr. Professor/Director General of Administrative Affairs in 2014
- • Certificate of recognition from Mr. A.0D/Rector in 2014
- • Thanks and appreciation from Mr. A. The President of the University in 2015 for constructive efforts and a positive contribution to enriching the events of the first economic conference.
- • Thanks and appreciation from Mr. A. Dr. President of the University in 2015 to participate in the Third Egyptian University Girls' Week held at Mansoura University
- • Letter of thanks from Mr. A/Director General of the Department of Statistics and Tactical Research in Dakahlia - Damietta in 2016

- • Thanks and appreciation from Mr. A. Dr. Dean of Kindergarten College 2017
- • Thanks and appreciation from Mr. A/Director General of the General Administration of the Technical Office of the Head of Sector of the Office of Mr. A0d/Minister of Higher Education in 2017
- • Thanks and appreciation from Mr. A.0D/Senior Undersecretary for the Head of Sector of Mr. A.0D/Minister of Higher Education in 2017
- • Thanks and appreciation from Mr. A0d/Vice-Chancellor of the University for Community Service and Environmental Development Affairs for actively participating in the initiative to promote the exercise of electoral rights 20 March 2018
- • Thanking Mr. Professor/Secretary-General of the University in 2018
- • Thanks and appreciation from ARTAC for receiving ISO 9001 in 2021
- • Thanks and appreciation from Mr. A. Director of the Center for the Development of University Performance at Mansoura University to contribute to the activities of leadership leaders in 2023
- • Thanks and appreciation from Mr. A. Dr. Dean of the Faculty of Medicine for Active Participation as President of Session during the First Conference of Administrators held in the Faculty of Medicine in 2022

- • Thanks and appreciation from Mr. A. Dr. Vice-Chancellor of the University for Community Service and Environmental Development and Mr. A.OD/Rector of the University for Outstanding Effort in the Service of the University for the University Award for Excellence
- Thanks and appreciation from Mr. A. Director of the University Performance Development Center to participate in the University's Management Leaders Initiative in 2023
- • Thanks and appreciation from Mr. A. Vice-Chancellor of the University for Community Service and Environmental Development for the outstanding efforts of the Community Service and Environmental Development Sector
- • Thanks and appreciation from Mr. A. M.L. ' Dr. Pharm De Pharmaceutical Clinical Director, Mansoura Al-Ahlia University for the smooth functioning of the educational process and exam work during the second semester of the university year 2022/2023
- • Thanks and appreciation from Mr. A. M.L. ' Dr. Al-Mansoura Al-Ahliyah University Engineering College Program Director for the efforts of His Excellency in the success of the educational process and various events of the College and the University during the second semester of the academic year 2022/2023
