



YOUSSEF EMAD ELNEGARY

IT Trainer & Training Center Manager

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SUMMARY

Results-driven IT Trainer and Administrative Manager with over two years of experience delivering professional training programs in ICDL, Microsoft Office (MOS), Advanced Excel, and Digital Skills. Skilled in designing and delivering engaging, learner-centered training sessions while simplifying complex technical concepts for diverse audiences. Experienced in managing administrative operations, coordinating training programs, and leading teams to achieve high-quality learning outcomes. Passionate about technology, education, and empowering individuals with practical digital skills that enhance their professional growth.

WORK EXPERIENCE

Administrative Manager & IT Administrator

AI Shemaa for Training & Educational Technology – Cambridge Exam Centre

- Manage daily administrative operations and ensure the efficient execution of organizational processes.
- Oversee the company's IT infrastructure, providing technical support and maintaining hardware, software, and network systems.
- Coordinate training programs and examination operations while ensuring compliance with Cambridge standards and internal policies.
- Supervise administrative staff and support continuous process improvement to enhance operational efficiency.

Teaching Assistant – Information Systems Department

Higher Institute of Agricultural Cooperation

- Assist in delivering lectures and practical sessions in Information Systems.
- Support students through tutorials, academic guidance, and practical assessments.
- Participate in departmental activities and contribute to the delivery of academic programs.

Branch Manager & ERP System Administrator

Unix Academy

- Managed branch operations and supervised daily administrative and training activities.
- Administered and maintained the ERP system, ensuring data accuracy and operational efficiency.
- Coordinated instructors, training schedules, and student services.
- Monitored branch performance and implemented improvements to achieve organizational goals.

IT Trainer

Unix Academy

- Delivered professional training in ICDL, Microsoft Office (MOS), Advanced Excel, and Digital Skills.
- Designed engaging, learner-focused training sessions for diverse audiences.
- Evaluated trainee performance and provided continuous guidance to maximize learning outcomes.

Computer Science Instructor

Atlantis Academy

- Delivered computer skills training for adult learners.
- Simplified technical concepts through practical, hands-on instruction.
- Supported learners in developing workplace-ready digital competencies.

Technology Lecturer

Arab Union for Training and Human Resources Development

- Delivered specialized lectures in Information Technology and Digital Transformation.
- Developed and standardized technology training curricula to ensure high-quality learning outcomes.
- Created practical training content and learning materials to support participants' professional development.

LEADERSHIP & PROFESSIONAL ROLES

Head of the Youth Advisory Board

Arab Union for Training and Human Resources Development

- Lead the Youth Advisory Board by contributing to strategic initiatives that support youth empowerment and professional development.
- Collaborate with industry experts and stakeholders to develop training and leadership programs.
- Represent the board in meetings, conferences, and professional events.
- Contribute to planning initiatives that promote innovation, leadership, and workforce development.

Training Director

Future Builders Youth Entity

- Lead the planning, development, and implementation of training programs and professional development initiatives.
- Design training strategies that enhance participants' technical and leadership skills.
- Coordinate with trainers, partners, and stakeholders to ensure the successful delivery of training activities.
- Oversee training quality and evaluate program outcomes to support continuous improvement.

EDUCATION

Master of Data Science

Faculty of Graduate Studies for Statistical Research Cairo University, Egypt

2026 – Present

Bachelor of Agricultural Cooperative Sciences

Higher Institute of Agricultural Cooperation Educational Department

2026 – Present

PROFESSIONAL CERTIFICATIONS

Approved Cambridge Examination Invigilator

Cambridge Exam Centre

2026

Professional Presentation Trainer (PPT – Advanced Trainer)

Arab Union for Training and Human Resources Development

2025

Digital Transformation

Unix Academy, Dokki

2025

Google AI Essentials

Google

2025

Training of Trainers (TOT)

Arab Union for Training and Human Resources Development

2024

Microsoft Office Specialist (MOS)

Cairo University

2023

International Computer Driving Licence (ICDL)

Atlantis Academy, Dokki

2023

Soft Skills Diploma

Atlantis Academy, Dokki

2023

- Digital Marketing
- Human Development
- Management & Leadership
- Public Relations
- Business Administration

LANGUAGES

- Arabic: Native
- English: Professional Working Proficiency