



Nashwa Ahmed Abdelmoneam

School Administration

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Address

Maadi, Cairo, Egypt

Date of birth

09/04/1984

Marital status

Single

Nationality

Egyptian

LANGUAGES

Arabic (Native Speaker)

English (B2)

SKILLS

Excellent Microsoft office programs user.

Photoshop user.

Good command of using MS Project.

solving problems

Ability to think creatively

Teamwork

Organization

Trusted School Admin with 10+ years of experience responsible for daily operations of an School environment.

EXPERIENCES

IGCSE Coordinator , Noor International School

Cairo , Jan 2022 - Till Now

- Daily routine office work such as: the students' permissions, managing the weekly quizzes process, internal memos, students reports ...etc.
- Cambridge International Examinations Registration of years 6, 8, & 9 for June / November sessions.
- Cambridge International Examinations and Pearson Edexcel boards of examinations Registration of years 10, 11 & 12 for January, November & June sessions.
- Checking with students the provisional entry data for accuracy and reporting any deficiencies promptly.
- Confirm and advise on all deadlines for registration.
- Editing, revising and submitting all CIE and Pearson Edexcel Access Arrangements, Enquiry about Results and Forecast Grades.

- Responsible for editing & revising the Sheet of Registration fees and School fees of years 10, 11 and 12's students.
- Forming all the needed Word files and Excel worksheets for the IGCSE issues.
- Handling the office documents (student files, certificates and weekly examination papers and sheets of subjects...etc.
- Editing the schedules of classes and examinations.
- Submit the reports of the new comers weekly.
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- Liaising with the school management and the parents to submit the official documents of the new comers.
- Handling the files and the assessments of the new comers.
- Invigilating the mid-year & end of year exams of years 10 & 11.

Activity Coordinator , Integrated Modern School

Cairo , Agust 2018 - Jan 2022

- Putting all school activity schedule
- Putting school trip for the year
- Creating all funday and events for the school
- Create marketing plan for the school
- Organized all school party & deal with sponsors for all events.
- Preparing and attending school fair.

EXPERIENCES

Examination Manager, Admin Coordinator , British International Modern School

Cairo , August 2014 - July 2018

- Putting and distributing the exam paper guidelines & the exam papers correction procedures to the Heads of Departments.
- Setting the exam schedules for the all grade levels (Year 1 to 9) National & International School.
- Formatting exam papers in all subjects except ministry exams and accommodating special needs such as particular printing exams with certain type, size, or font.
- Setting the deadline for receiving exams and model answers from HODs
- Collecting the exams (soft and hard copy) and the model answer from HODs
- Revising the formatting of the exam papers.
- Photocopying all the exams and keeping it at a secure place until the time of the exam.
- Putting the protecting schedule
 - Making school timetables for teachers & students:
 - Attending the meeting of teacher allocation.
 - Collecting required data such as teachers, subject load, teachers time off, high school students subjects choices,etc.
 - Building the instructions for the parents and teachers.
 - Creating the schedule for the Teachers and Students on ASC Time Table.
 - Releasing the first draft to the HODS to check with their teachers if they have any comments.
 - Adjusting the schedules according to the best interest of the students and Releasing the final copy of schedules.
 - Sending the list of teachers with their early leave days to the HR Department.
 - Putting the teachers' substitution on the same ASC Time Table Software.
 - Preparing school Calendar for every year.
 - Follow up the school website and make sure that every teacher make daily upload for the students.
 - Follow the PR Department every day if they have any problems with the parents.
 - Helping in the school book order by checking the missing books from the store room and sending e-mail to order the books and follow up.
 - Preparing for school fair and make sure that all the preparations are right for the fair.
 - Follow up the school activity and make new ideas for the fun days and trips.
 - Follow up school parties and create the parties program.
 - Create invitation, organize and assign duties for every member in every party.
 - Collecting the annual & quarter plans from teachers and filing it.

EXPERIENCES

Computer Head of Department & Graphic Designer , Baron Language School

Cairo , August 2012 - July 2014

Computer Head of Department

Principal's Office Manager , Jana Dan International School

Cairo , August 2009 - July 2012

- Helping in the school book order by checking the missing books from the store room and sending e-mail to order the books and follow up.

- Helping in creating the students & teachers schedules.
- Collecting the annual & quarter plans from teachers and filing it.

- Doing the material covered for the students
- Creating all students reports from grade one to 10 on the template that approved.
- Putting the homework, quizzes and Remedial schedule.
- Putting the break shift schedule.
- Organizing the annual calendar & monthly calendar.

- Preparing the agenda meeting and sending it to the attendees.

- Attending the meetings with the principal and taking the minutes.
- Preparing and attending school fair.

Computer Teacher , Aton Language School

Cairo , August 2007 - July 2009

Computer teacher from KG till Prep School

EDUCATION

Bachelor of Education, Helwan University

Cairo , Sept 2002 - May 2006