

PERSONAL INFORMATION

Sara Bassiouny

 praca do bocage 13, 4710- 360 Braga (Portugal)

 934115304

 bassiouny91@gmail.com

Sex Female | Date of birth 26/07/1991 | Nationality Egyptian

WORK EXPERIENCE

01/09/2013–Present

Teaching professional

Arab academy for science, technology and maritime transport, Alexandria (Egypt)

- Delivering course content to bachelor students in the Finance and Accounting department and preparing applications to lectures' content.
- Meeting ISO requirements for the courses.
- Research.

01/09/2013–Present

Post graduate department coordinator

Arab academy for science, technology and maritime transport, Alexandria (Egypt)

- Preparing the status reports including the curriculum.
- Preparing schedules.
- Meeting ISO requirements to insure the validity of the program.
- contacting with students and professors.
- Follow up with the students and professors.
- VIVA preparations.

Former Rhythmic Gymnastics and Ballet trainer

ASC (Alexandria Sporting Club), Alexandria (Egypt)

EDUCATION AND TRAINING

Bachelor Degree in Business Administration (Finance & Accounting)

Arab Academy For science and technology, Alexandria

01/11/2013–23/10/2015

Master of Science in Investment

Arab Academy For science and technology, Alexandria (Egypt)

Courses in the area of Finance and Investments

01/09/2017–Present

PhD in Business Administration (Finance)

University of Minho, Braga (Portugal)

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C2
TOEFL iBT					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Good communication skills with people of different ages and with different backgrounds due to my following experience:

- > Former Member of the Students' Union at AAST-CMT.
- Acted as a term representative and the SU secretary. (2011-2012)
- Acted as the Students' Union President (2012-2013)

- > Former Member of the FMA (Financial Management Association).
- Acted as the FMA secretary. (2011-2012)
- FMA President (2013)

- > Former Member of SBOT initiative (Social Business Oriented Team).
- Acted as an organizer in ESPEB Project (2011-2012)
- Project Coordinator for Project SHE (Society of Head up Entrepreneurs) (2013)

- > Former Member of the PIC team (project incubation center) at the Arab academy for science, technology & maritime transport (AAST).

- > Former Rhythmic Gymnastics and Ballet trainer (For children of the age 5 - 10 years)

- Organisational / managerial skills**
- Organizational Skills
- Organizing several events related to NGOs and other memberships (ex. SBOT, FMA, Students' Union)
 - Coordinating Post graduate programs
- Managerial Skills
- Students' Union President
 - FMA students' chapter president
 - Project manager in SBOT NGO