

# Tharwat T Khalil

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## PERSONAL PROFILE

I regard myself as ambitious, highly committed and a professional individual with significant information technology and management experience. I am currently seeking a challenging and rewarding Business Analyst or Consultant role which reflects my proven management, IT analysis and consultations skill and the level of education attained to date. I have confidence in my own abilities, first class interpersonal skills and proven stakeholder management.

With excellent organisational skills I am able to successfully priorities, plan and structure my time efficiently and with an open mind, I am able to analyse and adapt to any given situation. I would welcome the opportunity to demonstrate my skills, together with my willingness to commit to continued professional development.

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## KEY SKILLS & ABILITIES

- Communication is definitely one of my key strengths; I am very comfortable in both verbal and written presentations of my work and throughout my education and work experience I have improved this ability.
  - I am hard-working and determined to succeed which I consider key is in a professional role. Furthermore, I would consider myself an assertive person, who is not afraid to put my ideas across, especially when I feel my input can streamline current processes and I feel these attributes benefit me.
  - I have a great understanding of Microsoft Office packages including) MS Project, Visio, PowerPoint, Outlook, Word and Excel) . Through my professional experience, I have worked with many IT and analytics packages including, business analysis and Data Mining (SPSS, R, itthink, SAS, and SIMUL8), web developing (HTML, CSS, JavaScript, PHP, MySQL, AJAX), Business Intelligence (SQL-SAP).
  - I am confident in my ability to work independently as I am proactive in my approach and I can successfully achieve objectives whilst maintaining high standards, being accurate and with excellent attention to detail. Conversely, I find that in some activities I benefit from working as part of a team and I am not afraid to ask colleagues for their input and constructive criticism if necessary.
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## EDUCATION AND QUALIFICATION

- MSc, Business Analysis and Consultancy, University of Hertfordshire, UK
  - Projects included: Search engine optimisation - Investigation, research and analyse key processes that have a direct impact on the wellbeing of students at UH.
- Chartered Management Institute (CMI) Level 7 qualifications in Professional Consulting (QCF).
- BSc, Information Technology and Computing (2:2), Open University, UK

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## EMPLOYMENT HISTORY & PROFESSIONAL EXPERIENCE

- Strong technical knowledge of ICT network, infrastructure and application management
- Managing stakeholder relationships
- Reporting on and analysing data
- Recommending solutions for business problems
- Formulate business problems in a statistical manner
- Conducting initial client reviews
- Critically evaluate and use a range of problem structuring methodologies

Masters Graduation project- Intelligent Positioning Ltd– London January 2015- September 2015

- Search engine optimisation: The personalisation of search (A case study of E-tourism- TUI Group UK)

ICT Manager – Egypt Jet Aviation June 2002 – August 2014

- Implement the transition of new systems to steady state operations
- Analyse existing processes
- Engage suppliers to develop recommendations for the improvement of ICT
- Developing action plans to resolve operational deficiencies
- Maintain internal and external stakeholder relationships
- Controlling Aircraft scheduling.
- SITA messages server administration
- Installation and programming (Very High-Frequency Communication VHF)

IT – Reuters May 1999 – January 2002

- Install Reuters systems
- Install communication equipment
- Cisco programming
- Developing company intranet

Technical Support (Volunteer), Sœurs Franciscans De Marie March 2002 - April 2010

- Responsible for all technical units
- Management of facility issues
- Ensuring building is at required speck
- Liaising with suppliers for improvements
- Monitoring capacity of infrastructure

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REFERENCES provided upon request.