

BASMA MAHMOUD

TEACHING ASSISTANT

CONTACT

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PROFILE

As a dedicated Teaching Assistant at the Faculty of Business Administration, Horus University in Egypt, I am eager to leverage my academic expertise and passion for education in a dynamic organization that fosters professional growth. I am committed to continuously expanding my skills and knowledge while actively contributing to the success and strategic goals of the institution. My goal is to deliver excellence in every task, ensuring both student success and the enhancement of organizational outcomes.

SKILLS

- EXCEPTIONAL COMMUNICATION SKILLS
- DILIGENT AND PROACTIVE
- COMPUTER SKILLS
- ADVANCED PRESENTATION ABILITIES
- TEAM COLLABORATION & ADAPTABILITY
- RESILIENT UNDER PRESSURE

EXPERIENCE

Horus University in Egypt

Teaching assistant at Faculty of Business Administration

Jan 2023– Present

- **Academic Advisor:** provided personalized academic support and guidance to students, helping them navigate their course of study effectively, assisted them with course selection, academic planning, and addressing challenges to ensure their academic success.
- **Managed** attendance, graded assignments, and calculated final grades with precision, ensuring accurate academic reporting.
- **Contributed** to curriculum development and quality assurance efforts to uphold and enhance educational standards.

EDUCATION

- **Pre-master's** in management at faculty of commerce English section at Mansoura university
OCT. 2023 – JUNE. 2024

EXTRACURRICULAR ACTIVITIES

- Member of the Organizing team for the Egyptian Entrepreneurship League Represented by the entrepreneurship and Training center (ETC). **Aug.2024**
- Participated in the module "Fundraising Skills and Best Practices" - The DAAD regional Office Cairo. **April 2024**
- Participating in and organized the first job Fair of Faculty of Business -HUE. **April.2023**

- **Faculty of business administration**, Horus University in Egypt, New Damietta city
- **Major:** management
- **Grade:** very good with honors, CGPA(3.58)
SEP. 2019 – JUNE. 2022

- **Delta International Language School**, Primary/Middle School.
DEC 2005-MAY 2012

- **English International Playschool - Kuwait**, kindergarten.
JANUARY 2003 – APRIL 2005

- Attended the 3rd International Conference at the Faculty of Management Sciences, MSA University, titled "Resilience and Sustainability in Management: A Multidisciplinary Outlook on Global Trends. **Sep.2024**
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COURSES

- **Digital transformation**, from Mansoura university
Feb. 2023
- **Microsoft office specialist (MOS)**, from Mansoura University
Aug. 2022
- **Novelty sessions with international market share and digital marketing**, from Horus University Nov.2019
- **Enactus mini dollars training for business and soft skills**
2017-2018
- **French language course** -from French Cultural Institution in Mansoura. Jul. 2008

LANGUAGE

- **Arabic:** native proficiency
- **English:** fluent in both written and spoken communication
- **French:** very good

