

# AHMAD MOHAMAD LOTFY

MBA Candidate

Cairo, Egypt

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## **Professional Summary**

Analytical and detail-oriented MBA candidate with a strong foundation in business administration, IT operations, and data analytics. Equipped with hands-on experience in fintech and financial services, backed by a solid academic background in commerce and self-driven technical upskilling. Adept at streamlining operations, supporting back-office functions, and managing data through modern tools and platforms. Open to global opportunities across business and technology sectors.

## **Professional Experience**

### ■ **Back-office Executive**

**Paymob** | Cairo, Egypt

*Aug 2022 – Jul 2023*

- Supported back-end financial operations for a leading fin-tech firm.
- Ensured data integrity and facilitated smooth processing of merchant transactions.

### ■ **Receptionist**

**Photon Scan** | Cairo, Egypt

*Oct 2021 – Jul 2022*

- Managed front-desk responsibilities and client coordination in a medical imaging center.
- Maintained appointment schedules and operational efficiency.

### ■ **IT Operations Specialist**

**Network International** | Cairo, Egypt

*Aug 2019 – Mar 2021*

- Monitored payment systems and transaction flows.
- Processed incoming and outgoing banks' files and resolved technical issues and ensured service availability for clients.

### ■ **Call Center Back-office Specialist**

**Banque Du Caire** | Cairo, Egypt

*Dec 2017 – Feb 2018*

- Handled customer inquiries and operational tasks within the back-office unit.
- **Daily Operations Representative & Monitoring Agent**  
**EMP (Emerging Markets Payments) | Cairo, Egypt**  
*Jul 2011 – Feb 2016*
  - Managed transaction data, provided real-time system monitoring, and collaborated across departments to maintain service reliability.

## **Education**

- **MBA Candidate**  
Helwan University | *Sep 2024 – May 2026*
- **Bachelor in Business Administration (English Section)**  
Helwan University | *Graduated: May 2010*  
GPA: Good | Major: Business Administration (Finance, Marketing, HR, etc.)
- **High School Diploma (Literature Track)**  
Saint Joseph Maronite School | *Graduated: May 2005*  
GPA: 89.6%

## **Technical Skills & Certifications**

- **Data Analytics:** Tableau, MS Excel, SQL, Python, Data Cleaning & Visualization
- **Programming & Web:** C#, JavaScript, HTML/CSS, Django, React, Node.js, Next.js
- **Database Tools:** SQL, Entity Framework
- **Other Tools:** Microsoft Office, Asp.net with MVC

## **Courses & Certifications:**

- *Data Analytics Essentials* – Cisco Networking Academy (2024)
- *Python Essentials 1* – Cisco Networking Academy (2023)
- *Data Analysis (Data Challenger Track)* – ITIDA x Udacity (2022)
- *Web Development Diploma* – Russian Culture Center (2021)
- *Computer Hardware Basics* – Cisco (2023)
- *Project Management (Attendance)* – Canadian Chamber of Commerce (2016)

## **Languages**

- Arabic (Native)
- English (Fluent)
- French (Basic)