Ahmed Atef Mustafa

Senior Learning & Development Specialist

Contact

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Summary

Focused Training Manager with over ten years of specialization in corporate training, instructional design, and organizational development. Great knowledge in performing training needs assessment, designing programs, developing teams, and training management within a project framework. Outlines and implements effective training programs aimed at increasing productivity of employees and meeting business goals. Works with stakeholders, manages training services, and analyzes data to improve learning results. Enthusiastic in promoting continual development and learning possibilities.

Skills

Technical & Analytical

- Microsoft Power BI (Data Modeling, DAX, Power Query, Visualization)
- Data Analytics & Reporting
- MS Project
- Microsoft Office Specialist (Excel, Word, PowerPoint, Access)
- ICDL & IC3 Certifications
- Computer & Internet Fundamentals
- E-learning & LMS Management (Moodle, TalentLMS)

Learning & Development

- Training Needs Analysis (TNA)
- Instructional Design (ADDIE, Bloom's Taxonomy)
- Training Program Development
- Training Material Development
- Performance Evaluation & Reporting

Organizational & Soft Skills

- Coaching & Mentoring
- Leadership & Team Development
- Communication & Presentation Skills
- Change Management
- Stakeholder Engagement

Experience

1- Independent Training Consultant and instructor
Jun 2015–present
Cross-Regional

- Collaborated with multiple companies & training centers, including Dahra Training Centre, HEMFA Academy, Leptis Training Libya, ICS Libya, AL Sahl Academy, Ghadeer A.M Food Industries LTD (Sudan/Nigeria), and Sons for Development & Investment (Sudan).
- Delivered training in Data Analysis, Microsoft Office, Power BI, IC3, and IT Fundamentals to over **5000+ trainees**, achieving an average satisfaction rate of 92%.
- Designed and customized training programs based on industry needs, boosting trainees' skill levels by approximately **90%**.
- Conducted interactive workshops and hands-on sessions that significantly increased learning engagement.
- Developed comprehensive training materials covering Excel, Power Query, Power Pivot, Power BI, and Communication & Presentation Skills.
- Provided organizational consulting to align training initiatives with business goals, enhancing both individual and company performance.

2- Training Operation manager: Silicon Engineering Solutions · 06/2014 - 06/2015
3- Training Manager: AL-Athary institute (Kuwait) · 04/2011 - 10/2012
4- Training Supervisor: Atlas Group (Known As) iitc Libya · 05/2008 - 01/03/2011
5- Instructor: Atlas Group (Known As) iitc Libya · 10/2006 - 05/2008

Managerial Certficates

Several Courses in Human Resources, Development & Managerial
Mind Leader institute -American Chamber of Commerce in Egypt (2009)

- Building Relationships   Cert No: 1810094963
- Motivation Methods and Strategies   Cert No: 0912095655
- Communicating with Power   Cert No: 1312095671
- Project Management Professional (PMP)   Cert No: 1511095431
- Fundamentals of Business Management   Cert No: 1312095670
- Stress Management   Cert No: 0912095656
- Innovation in the Workplace   Cert No: 2910095137
- Teams That Work   Cert No: 0612095633
- Effective Business Communication   Cert No: 1001106121
- Time Management Fundamentals   Cert No: 0612095634

Training Summary

-Some of Ministries, agencies and Companies were traind by me

The entity or company	Course
Al Khadra Hospital	ICDL
Ministry of Education Libya.	ICDL, IC3
Ministry of Transportation Libya.	IC3, ICDL, MOS (Excel, Outlook) Advanced
Libya Airports Authority.	MOS (Excel, Outlook) Advanced
Akakus Oil Operations.	Computer & Internet Fundamentals
Zueitina Oil Company.	Computer & Internet Fundamentals
Mellitah Oil & Gas B.V.	IC3, ICDL, Excel advanced
National Oil Corporation.	Excel Advanced (office 365) Power Bi
Primary Health Care - institute – Libya.	Computer & Internet Fundamentals
Brega Oil	Excel advanced, Power Bi
Old City Municipality Administration.	Build files database by MS Access
Tripoli Municipality Administration.	Computer & Internet Fundamentals
Moamalat for financial services.	advanced of Word, Excel & Outlook(office 365)
HB Group.	Data Analysis using Excel, Power Query & Power
Al-Mukhtar Insurance.	Data Analysis using Excel, Power Query & Power BI
Libyana Mobile phone	Excel Advanced (office 365), MS Project
Oil Libya	Data analysis using Excel Advanced & Power Bi
Repsol	Excel Advanced (office 365), MS Project

Languages

- Arabic Mother tangue (reading - writing - speaking)
- English: Very good (reading - writing - speaking)