

Personal data

Name: Ashraf Mohamed Abdul Mohsen Al-Sharif

Qualification: Bachelor of Arts cum laude

University: Cairo University / Beni Suef Branch

Date of Birth: 28/07/1970

Position: Assistant of the Faculty of Arts / University professor of Beni Suef

Place of residence: the Arab Republic of Egypt / Beni Suef / behind conjunctivitis / Martyr
.Street Hospital Farouk Abdul Latif

Phone: 01272121003

A National Number: 27007282201174

Qualifications

excellent Bachelor of Arts / Department of Library and Documentation Cairo University / ١ .
.Beni Suef Branch / very good / 1992

Diploma documents - Cairo University - Beni Suef / 1993 branch .٢

Master's in Library Science and Documentation in the subject (evaluation and .٣
Aladavhalarhevah - A Case Study of the district service sector in Beni Suef province Excellent
.Grade Cairo University / Beni Suef Branch / 1998

doctorate in library science and documentation in the matter (archives intermediate .٤
.centers - study honors Cairo University / Beni Suef Branch / 2003

Scientific and academic activity

First: scientific books published

Electronic Archive in government organizations, Dar Enzak for printing and publishing, •
.Cairo, i 1.2012

modern management historical documents - the principles and procedures for •
.implementation, the Egyptian Lebanese Dar, Cairo 0.2011

Intermediate archive and its role in the selection of documents for historical preservation, •
.King Fahd Library, Riyadh 0.2009

Second: books translated

Remember Digital Libraries Semantic digital libraries, translation / Ashraf Mohamed Abdul •
.Mohsen al-Sharif, the National Center for Translation, Cairo 0.2012

Third: Scientific Articles

the challenges facing the application of the principle of origin in the order of the •
.documents, the Journal of Library and Information Arabic, GS 11.2003

Access to documents between the right to access and the right to privacy, the magazine •
.Modern trends in libraries and information, GS 26.2006

managing and archiving e-mail messages in governmental organizations, the Arab •
.magazine 3000, the Arab club for information, Syria, Q 8, GS 28.2008

Electronic Document Management in NGOs, magazine know, Arab Federation for Libraries •
.and Information, Riyadh, the first issue, October 2007

archiving electronic documents - the challenges and issues, Journal of Informatics, Riyadh, •
No. 20, [http: //www.informatics.gov.sa](http://www.informatics.gov.sa)

classification and indexing of electronic documents in government organizations Arab •
.Magazine 3000, the Arab club for information, Syria, Q 8, GS 28.2009

Guide to the graduate program in archival studies, Arabic gate magazine for libraries and •
information cybrarians.info/journal/no15/archives.htm

digitizing historical documents - the procedures and principles of data base to record •
Alambayaat Court Porte 870 e design, Journal of the Faculty of Arts, University of Beni Suef,
.the fifth issue 0.2010

Scientific and teaching experience

the joint supervision of PhD Thesis entitled "Digital Document Management Case Study on •
.public sector taxes in Beni Suef, Faculty of Arts, University of Beni Suef 0.2008

the joint supervision of PhD Thesis entitled "census House National Archives records - •
.archival and documentary study, Faculty of Arts, University of Beni Suef 0.2008

Supervision of Master's thesis entitled "availability and access to information in the public •
archives - An Empirical Study on the House Public Archives castle, Faculty of Arts, University
.of Beni Suef 0.2011

Supervision of Master's thesis entitled: management of electronic case files Court of •
Appeal Beni Suef - An Empirical Study, Faculty of Arts, University of Beni Suef 0.2013

supervising the PhD Thesis entitled "documents the Justice Department services •
department at the Egyptian e-government portal: The Case of Faculty of Arts, University of
Beni Suef study 0.2013 .ly

Supervision of Master's thesis entitled "digital information services in the National Archives •
.on the Web - An Empirical Study, Faculty of Humanities, University of Al-Azhar 0.2014

Supervision of the Master's thesis entitled "Archiving and manage e-mail messages in •
.private companies, analytical study, Faculty of Humanities, University of Al-Azhar 0.2014

Teaching experience

:I taught the following materials •

Information legislation •

Current Document Management •

Archive administration •

Maintenance and restoration of manuscripts •

written communication systems •

Computer Principles •

Functional expertise and professional certificates

- .Director of e-Learning Centre University of Beni Suf 0.2014
 - .director of the computer center at the Faculty of Arts, University of Beni Suf, 2006/2010
 - Member of the Committee mechanization of Graduate Studies at the University of Beni Suf 2016 sector
 - .Member of the Board of Directors of Social Rehabilitation Society in Beni Suf, 2007
 - Chairman of the Federation of Hannah families of students at the Faculty of Arts, University of Beni Suf
 - Chairman of the Federation of phones of students at the Faculty of Arts, University of Beni Suf
 - Member of the Board of Libraries and Documentation Department, Faculty of Arts, University of Beni Suf
 - Consultant electronic archiving company pioneers of information technology in Beni Suf programs
 - overseeing the electronic archiving of employees secretarial course deans at the University of Beni Suf
- Professional certification
- A course in ethics of scientific research, Human Development Center and the University of Beni Suf 0.2016
 - A course in university administration, Human Development Center and the University of Beni Suf 0.2016
 - A course in Effective Presentation Skills, Human Development Center and the University of Beni Suf 0.2016
 - international publication cycle, the Human Development Center and the University of Beni Suf 0.2016
 - prepare trainers certified in the area of the Internet, the center of Beni Suf Center's information .Center for Information Minister 0.2004

Certificate in indexing mechanism Almqrah MARC 21 of the Mubarak Library in Beni Suef, •
.2006