

### CURRICULAM VITAE

**Name :** Name : Mohamed Mohamed Mokhtar Mahmoud  
**Marital status** Married and has a son and two girls  
**Specialty :** Human Genetics  
**Work address :** 165 Horrya street –El Hadara –Alexandria –Egypt  
**Mobile :** 01224005691  
**Email :** dr\_mohamed\_mokhtar@yahoo.com

#### Scientific qualifications :

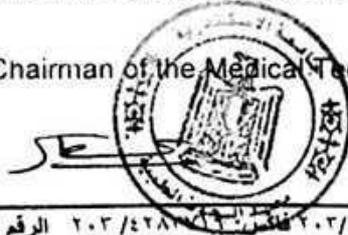
- PhD in Genetics – Medical Research Institute –Alexandria university -1993
- Master in genetics- Medical Research Institute –Alexandria university -1987
- BSC Alexandria university -1981

#### Positions held :

- Professor of Human Genetics Medical Research Institute –Alexandria university -2003
- Assistant Professor of Human Genetics Medical Research Institute –Alexandria university -1998
- Lecturer of Human Genetics Medical Research Institute –Alexandria university-1993
- Assistant lecturer of Human Genetics Medical Research Institute –Alexandria university-1987
- Demonstrator of Human Genetics Medical Research Institute –Alexandria university-1981

#### Administrative positions :

- Dean of the Medical Research Institute –Alexandria university-9-2-2015
- Chairman of the Medical Research Institute hospital 9-2-2015
- Chairman of the Medical Research Institute Blood Bank 9-2-2015
- Chairman of the Medical Technology Center ( special unit ) 9-2-2105
- Chairman of the Quality Assurance Unit of the Medical Research Institute 9-2-2105
- Deputy of the Dean - Medical Research Institute from 26-10-2104 till 8-2-2015
- Deputy of the Chairman of the Medical Research Institute hospital from 26-10-2104 till 8-2-2015
- Deputy of the Chairman of the Medical Research Institute Blood Bank from 26-10-2104 till 8-2-2015
- Deputy of the Chairman of the Medical Technology Center ( special unit ) from 26-10-2104 till 8-2-2015



- Chairman of the Quality Assurance Unit of the Medical Research Institute from 26-10-2104 till 8-2-2015
- Deputy of the Vice-Dean for Graduate Studies and Research from 16-11-2014 till 22-4-2015
- Deputy of the Vice-Dean for environment and community service from 16-11-2014 till 22-4-2015
- Vice-Dean for Graduate Studies and Research from 16-11-2011 till 15-11-2014
- Deputy of the Head of the Human genetics department from December 2013 till January 2014
- Deputy of the Head of the Human genetics department from January 2013 till March 2013
- Head of the Human genetics department from August 2008 till 15-11-2011

**Head of the following Committees:**

- Committee of Graduate studies from 2011 till April 2015
- Committee of community service from 16-11-2014 till April 2015
- Library committee from 2011 till April 2015
- Committee of Cultural Relations from 2011 till April 2015
- Committee of Scientific equipment's from 2011 till April 2015
- Committee of Regulations and curricula from 2011 till April 2015
- Committee of Awards from 2011 till April 2015

**Member of the following committees :**

- Committee of Regulations from 2008-2011
- Committee of Regulations and curricula from 2011 till April 2015
- Committee of Awards 2009 till 2010 and from 2011 till April 2015
- Library committee from 2006 till 2010
- Institute Conferences committee from 2006 till 2010
- Quality Assurance committee from 2006 till 2014
- Graduate studies committee from 2008 till 2011
- Committee of Ethics of Scientific Research from 2008 till 2011

**Head of the following units from 8-2-2015:**

- Information Technology unit
- E- learning unit
- Graduates Follow up unit
- Students services unit
- Office of International Students unit



**Deputy Director of the following units ( from 2011 till 2014 ) :**

- Information Technology unit
- E- learning unit
- Graduates Follow up unit
- Students services unit
- Office of International Students unit

**Head of the following administrative departments from 2011 till April 2015:**

- Library department
- Research Department
- Scientific publishing Department
- Scientific equipment Department
- Printing and Copying Department
- painting and photography Department
- Graduate studies Department

**Member of the following Boards**

- University board from 26-4-2014
- University board Graduate studies and research in the university from 16-11-2011 till 22-4-2015
- Board of community services and environment development in the university from 16-11-2011 till 22-4-2015
- Board of the Medical Research Institute from 2008 till 2014
- Board of the Medical Research Institute hospital from 2011 till 2014
- Board of the Medical Research Institute blood bank from 2011 till 2014
- Board of the Medical Technology Center ( special unit ) from 2010-2014
- Board of the health governance from 2011 till 2014
- Board of University Cities supervision from 2008 till 2011

**Project manager of the following projects**

- Quality assurance and accreditation project of the Medical research institute
- Accreditation of the microbiology lab
- Accreditation of the chemical pathology lab
- Accreditation of the Human Genetics lab
- The Biosafety lab (third degree )
- Project of Prof. Dr Layla Hamdy ( immunology department )
- Project of Prof. Seham Abo Shosha ( immunology department )
- Project of Prof. Dr Thana Shalaby ( Biophysics department )
- Project of Prof. Dr Metwally Kotb ( Biophysics department )
- Project of Prof. Dr Eman Wagdy ( Internal Medicine department )
- Project of Dr Heba Saad Ramadan ( Biophysics department )
- Project of Dr Salwa Hamdy Goma ( Chemical pathology department )



### Scientific activities

#### ❖ Infrastructure Development :

- Participating in the development of the infrastructure of the Human Genetics Department
- Construction of the molecular genetics lab 2006
- Development of the molecular genetics lab 2011

#### ❖ Research projects

- Using karyotyping to perform the curve of radiation measurement  
Funded by the Atomic energy institution 1984-1991
- The national project for genetic disorders prevention funded by the national research institute - Academy of scientific research 1994-1995
- Newborn screening for congenital anomalies project 1996 funded by the WHO
- Early detection of breast cancer project 2005 funded by the national research institute
- The national project for detection and prevention of inborn errors of metabolism and neurologic disorders with genetic bases 2006-2008 funded by the national board of motherhood and child health
- Accreditation of the Human genetics lab 2012-2017

#### ❖ Other activities :

- Participating in the diagnosis of genetic disorders by laboratory methods for the attendees of the Human Genetics department from 1981 till now
- Teaching Human genetics courses for the preparatory program students in the Medical Research Institute 1994-2007
- Teaching Human genetics courses for the master and PhD credit hours students in the Medical Research Institute from 2008 till now
- Head of the Molecular and biochemical genetic labs in the Human Genetics Department- Medical Research Institute from 2006-2011
- Supervisor of the practical training of graduates from 2000 -2011
- Supervisor of the summer training of faculty of science students in Alexandria and Kafr El Sheik from 200- 2014
- Supervision of theses
- Participation in conferences and workshops
- Participant in the Human Genetics Booklet and a bulletin in the WHO
- Participant in the Hereditary anemia Booklet and a bulletin in the WHO - 2002
- Reviewer for the East Mediterranean Journal 2004
- Personal experience in rules and regulations of exams in faculty of law , Birut University and open education 1994-2011
- Deputy of the director of the national project of the biosafety lab (1<sup>st</sup> in Egypt for infection diagnosis ( under construction ) in the medical research institute)



**Workshops :**

- Credit hours workshop 2004
- Effective meeting 2004
- Leaders preparation 2009

**University related activities**

**1- Inside the institute :**

**Infrastructure :**

- Preparing the executive plan of the Medical Research Institute
- Developing the infrastructure of the institute
- Developing the scientific departments
- Plan to buy the equipment's and devices required for the accreditation project

**• Quality and assurance unit :**

- Quality coordinator at the Human Genetics Department (2006-2008)
- Responsible for quality at the Human Genetics Department (2009-2011)
- Member of the administrative team of quality and assurance from 2011 till now
- Active provider of information about the students , research , staff , labs and others to the quality and assurance unit

**• Special issues for administrative affairs:**

- Preparing the functional specifications for university leaders and staff
- Preparing the functional specifications of the administrative jobs

**• Special issues in scientific research :**

- Preparing the guide of the scientific research plan 2015-2017
- A guide for the scientific equipment's and devices in [p
- A guide for labs and the infrastructure for scientific research

**• Issues directed to the research and teaching processes**

- A guide for the graduate student
- A guide for the student containing all the paper work of the learning process
- A guide for rules and regulations of exams
- Upgrading of the courses registration form
- A guide for regulations and rules of the research and teaching process
- A guide to the academic advisor and the quality coordinator
- A guide of the regulations and role of the scientific coordinator
- A guide for graduate exams regulations
- A guide for graduate exams organization
- A guide for the regulations of master and PhD thesis registration
- A guide for writing a research plan
- A guide for writing a thesis according to the regulations of Alexandria university
- A guide for the procedures required to defend a thesis
- The regulations of the scientific research ethics committee
- A guide for the specifications of the exam sheet , correction and marks distribution



**Contributing with the quality and assurance team In :**

- -preparing the research plan of the institute from 2012-2017
- -Preparing the final report for the project of continuous development and preparation to accreditation CIQAP( 29-12-2011 till 30-6-2014 )
- preparing a continuity plan for the continuous development and funding resources 2014
- -preparing reports of the continuous development and funding resources 2014
- -preparing the spaces and human resources distribution , the facilities , general specifications for buildings and facilities in the medical research institute (NORMS) 2014
- -preparing the institute biography 30-6-2014

**Development of the graduate affairs sector from 2011-2014**

- Unification of the acceptance strategy in graduate studies(registration and terms of acceptance)
- A program for graduate studies with students registry since 2008
  - Cancelling the preparatory course in the institute for sake of the students
  - Supporting international students

**Development of the exams control section :**

- Developing a competent control for the exams with a stock area
- Omitting manual scores monitoring
- Activating the electronic score monitoring
- Prohibiting students answers in the exam sheet
- Preparing the answering sheet according to regulations
- Converting students results from solitary departmental result into one collective result for all departments ( the first since the establishment of the institute )
- Collecting the scores in books for each term since 2008
- Regulations for control work strategy and personnel selection
- Forming exams schedules
- Electronic announcement of exams results

**Exams work :**

**Member of the university controls :**

- Faculty of law (1995-2011)
- Open Biruit university (1995-2008)
- Open learning faculty of law (2009-2012)
- International learning faculty of law (2009-2014)
- Medical research institute ( old regulations ) (2004-2007)
- Medical research institute credit hours system(2008-2010)
- Head of the institute control (2011-22/4/2015)
- Head of the exams work of the institute 9/2/2015



**Activities outside the institute :**

**Sector of students and learning affairs in the university**

- Member of the students activity board in Alexandria university ( 2007- 2008 )
- Responsible for the scientific activity of the students in Alexandria university (2007 – 2008 )
- Head of the university higher scientific committee (2007 – 2008 )
- Counselor of the scientific for science and technology committee in the university (2007 -2008)
- Head of the higher committee of university families (2008 – 2009 )
- Responsible for foreign students studying by native tongue living in university campus ( 2007-2009 )
- Head of the cultural and artistic committee in the university campus students union ( 2011)
- Member of the supervisors board of the university campus sector (2008 – 2011 )
- Member of the committee of the internal regulations of the university campus (2011 )
- Member of the committee of maintenance of the university campus ( 2010 )
- Arbitrator of Alexandria university students activities ( 2007-2014 )
- Member of the official delegation of Alexandria university for Mansoura Olympics 2009
- Member of the official delegation of Alexandria Olympics 2010
- Head of the Alexandria university students delegation for the leaders preparation work shop in Helwan ( 2009 )
- Head of the Alexandria university students delegation for the leaders preparation work shop Alexandria 2010

**Graduate studies and research sector in Alexandria university :**

- Member of the graduate studies board in the university from 2011 till 22-4-2015
- Member of the environment development and society services board from 16-11- 2014 till 22-4-2015
- Member of the sub- committees of the graduate studies board to study following subjects :
  - 1-committee of the medical radiology master degree regulations
  - 2-committee to evaluate acceptance regulations of private universities graduates in graduate studies of Alexandria university
  - 3-committee to set a strategy to recruit foreign students and setting special courses for them with special academic advisors
  - 4- committee to evaluate the importance of the presence of a poster as a condition of the university payment to the staff to travel to sponsored conferences(university board decision 180-2011)
  - 5-Committee to evaluate the problems of the foreign students and strategies to overcome any possible obstacles they are facing
  - 6- Member of the of the constant committee of the international students
  - 7-committee to set the regulations of recruiting visiting staff members from different international universities
  - 8-committee to study the percentages according to which courses are scored
- Member of the lab and library committee 2011-2015
- Member of the higher committee of delegated demonstrators and assistant lecturers



**Awards**

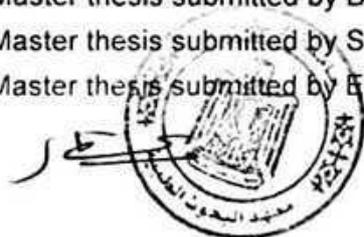
Gained the award of university administrative excellence 2014

**Scientific societies :**

- Member of the genetic counseling society
- Member of the pediatrics genetics society
- Member in the Arabic group of hereditary blood disorders

**Supervisor of the following master thesis :**

- Master thesis submitted by Maged Helmy Abdallah Registered at 8/5/2001 Degree at 24/2/2004
- Master thesis submitted by Lubna Mohamed Desouky Registered at 12/4/2003 Degree at 27/9/2005
- Master thesis submitted by Heba Morsy Abdalkader Registered at 17/4/2007 Degree at 30/11/2010
- Master thesis submitted by Asma Abd alaziz Ahmed Registered at 11/11/2010 Degree at 30/4/2013
- Master thesis submitted by Basma Othman Khleil Registered at 28/10/2009 Degree at 28/2/2012
- Master thesis submitted by Sabrya Mahmoud Khilil Registered at 29/7/2013 Degree at .....
- Master thesis submitted by Eman Farouk Safwat Registered at 11/7/2013 Degree at



معهد البحوث الطبية  
Medical Research Institute



Supervisor of the following PhD thesis :

PhD thesis of Noha Mahmoud Hamed

Registered at 9/2/2010

Degree at 26/2/2013



١٦٥ طريق الحرية الحضرية الإسكندرية مصر تليفون : ٢٠٣/٤٢٨٦٤٩٦ فاكس: ٢٠٣/٤٢٨٣٧١٩ الرقم البريدي: ٢١٥٦١  
165, El-Horreya Avenue, El-Hadara, Tel: 20 (03) Fax: +20 (03) 4283719 Post Code: #21561  
Website: [www.mri.alexu.edu.eg](http://www.mri.alexu.edu.eg) E.mail: [mri-dean@alexu.edu.eg](mailto:mri-dean@alexu.edu.eg)

**List of publications**

- Mokhtar MM , Kotb SM , Abd El Aziz AM ,Ismail SR . Genetic study of couples with repeated spontaneous abortion in Alexandria . Med . Sci . Res. 1996 ; 24 : 593- 5
- Mokhtar MM , Kotb SM , Ismail SR.cytogenetic findings in moderate and severe handicapped males. The Bulletin of the High Institute of public health . 1996 ; 26 : 391 – 6.
- Relationship Between Head Circumference And Psychomotor Development In Down Syndrome
- Soha F Kholeif, Amal M Abd El Aziz, Mohamed M Mokhtar Bulletin of High Institute of Public Health Vol 27 No 2 1997
- Mokhtar MM , Kotb SM , Ismail SR, Autosomal disorders among patients attending the genetics clinic in Alexandria . EMHJ. 1998 ; 3 : 470 – 9.
- Role of Parental Age and Consanguinity in the Etiology of Numerical Chromosome Anomalies Suzan R Ismail, Mohamed M Mokhtar, Amal M Abd El Aziz, Soha F
- Kholeif Bulletin of High Institute of Public Health Vol 27 No 1 .1997
- Chromosome Damage in Passive Smoker Females Suzan R Ismail, Soha F Kholeif, Mohamed M Mokhtar The Journal of the Egyptian Public Health Association Vol LXXIII; No 1,2 1998
- Chromosome Damage in Passive Smoker Females Suzan R Ismail, Soha F Kholeif, Mohamed M Mokhtar The Journal of the Egyptian Public Health Association Vol LXXIII; No 1,2 1998
- Nazmy NA , Kotb SM , Mokhtar MM , Ismail SR .Study of NOR heteromorphism in patients with Down syndrome and their parents . EMHJ 1999 ; 5 : 299-309
- Cytogenetic and Biochemical Studies of the Mentally Handicapped in Alexandria.Sahar S El Shafei, Amal K Beheiry, Mohamed M Mokhtar, Soha F Kholeif Bulletin of High Institute of Public Health Vol 29 No 3 1999
- Sahar A El Shafei ,Amal Kotb, Mohamed M Mokhtar ,Soha Kholeif Cytogenetic and biochemical studies of the mentally handicapped in Alexandria. Bull of HIPH .1999;29(3):509-518.
- Genetics of Congenital Malformations of the Central Nervous System Nargues M Hassanein, Soha F Kholeif, Mohamed M Mokhtar , Hanan S. Mahrous Bulletin of High Institute of Public Health Vol 30 No 3 ; 2000

- Micronucleus Assay in Patients with Lung Cancer, Chronic Obstructive Pulmonary Disease and Non-Smoker Control. Soha F Kholeif, Mohamed M Mokhtar, Mahmoud M Ibrahim . Nadia A Abd El Monem. Bulletin of High Institute of Public Health Vol 32 No 4; ٢٠٠٢
- Premarital Genetic Investigations: An Attempt to Reduce Genetics. disorders Amal M Abd El A ZIZ ,Mohamed M Mokhtar Amal K Behery ,Nargues M Hassanein .Bulletin oh High Institute of Public Health. VOL 32, No.3 (2002).
- Sahar A el Shafei , Mohamed M Mokhtar, Nargues M Hassanen and Amal Bassili . Genetic Determinants of Essential Hypertension J EgyptPub Health Assoc. 2002; LXXVII (3,4):231-246
- Mahrous HS, Nazmy NA , Mokhtar MM, Kotb SM , Abd El Aziz AM .cytogenetic abnormalities among childrenwith genetic disorders attending the genetic clinic in Alexandria . Alexandria journal of pediatrics . 2003 ; 17 : 241-6.
- Amina R El Gezeery ,Sahar A El Shafei, Mervat F El Belbesy, Samia M Kotb, Mohamed M Mokhtar. X-linked disorders among patients with suspected genetic disorders attending the Genetic Clinic in Alexandria. Alex J Pediat 2006;20 (1):169-175.
- A Molecular Study of Methylenetetra hydrofolate Reductase Gene in Mothers of Standard Down Syndrome Patients .Lubna M Ibrahim ,Samia M Kotb ,Mohamed M Mokhtar ,Amal K Behery, Hanan S El din . Alexandria Journal of Ped , vol 20, No.2 (2006).
- Sahar A El Shafei ,Maged H Zein El Din, Ahmed Fawsi Galal, Mohamed M Mokhtar. The association of Angiotensinogen Converting Enzyme(ACE) Insertion/Deletion Polymorphism with Preeclamptic women in Alexandria – Egypt. The Egyptian Journal of Medical Human Genetics.2007,8(1):57-67
- Impact of Genetic Polymorphisms of the Human Beta 2 –Adrenergic Receptor Gene in Obese Egyptian Females. Hanan S Mahrous, Amal K Behery, Mohamed M Mokhtar .Journal of the Medical Research Institute. Vol 28 No,3 (2007 ).

