

# MARIAM GABER

Project Manager | Operations Specialist

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## PROFESSIONAL SUMMARY

Dynamic and result-oriented Project Manager with proven expertise in managing cross-functional teams and optimizing operational workflows. Specialized in leading diverse teams (Design, Development, Marketing, Media Buying, Videography) to deliver high-quality digital products. Expert in workflow automation using ClickUp, Agile methodologies, and strategic project planning. Demonstrated ability to streamline processes, improve team efficiency, and drive product development from concept to launch.

## PROFESSIONAL EXPERIENCE

### Project Manager

**Pixel7 | Dubai, UAE | 2025 – Present**

- Managing cross-functional teams including Videography, Marketing, Media Buying, and Graphic Design
- Implementing and managing ClickUp workspace for workflow automation and project tracking

- Planning and adjusting project timelines to ensure on-time delivery of campaigns and assets
  - Coordinating media buying campaigns across multiple platforms
  - Establishing performance metrics and tracking team KPIs
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## Project Manager

### **Bas10 | Saudi Arabia | 2024 – 2025**

- Leading end-to-end development of Bas10 mobile application for iOS and Android platforms
  - Managing UI/UX Designers, Mobile Developers, and Customer Service teams
  - Conducting market and technical research for feature identification and product growth
  - Defining product roadmap and prioritizing features based on user feedback
  - Ensuring quality user experience through testing and iterative improvements
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## Personal & Administrative Assistant

### **Taled | Saudi Arabia | 2022 – 2024**

- Provided high-level administrative and HR support to senior management
  - Managed daily office operations, vendor coordination, and executive scheduling
  - Handled recruitment support, onboarding, and internal communications
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## Virtual & Administrative Assistant

### **Blue Perfume | Saudi Arabia | 2021 – 2024**

- Managed executive calendars, travel logistics, and digital records
  - Coordinated virtual meetings and maintained seamless communication
  - Handled correspondence, document management, and administrative coordination
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## Virtual & Administrative Assistant

## Arsalan | Saudi Arabia | 2021 – 2024

- Managed executive calendars, travel logistics, and digital records
  - Coordinated virtual meetings and maintained seamless communication
  - Handled correspondence, document management, and administrative coordination
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## Shipping Manager

### Darlena.sa.com | Saudi Arabia | 2019 – 2021

- Oversaw all incoming and outgoing shipping activities, ensuring 100% accuracy and compliance
  - Managed operational budgets and established performance metrics for logistics processes
  - Coordinated with vendors and optimized shipping routes for cost efficiency
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## General Accountant

### Eltahan American Investment Company | USA | 2017 – 2019

- Managed accounts payable/receivable and performed full-cycle bookkeeping using QuickBooks
- Calculated tax payments and prepared financial status summaries
- Analyzed financial data and provided recommendations for cost optimization

## CORE COMPETENCIES

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### PROJECT MANAGEMENT

Agile/Scrum, Kanban, Risk Management, Stakeholder Management, Budget Planning, Resource Planning

### TECHNICAL & PRODUCT

ClickUp, Jira, App Development Oversight, Market Research, Product Strategy, QA

## OPERATIONS & BUSINESS

Resource Allocation,  
Budget Management,  
Process Mapping, Vendor  
Relations, Performance

Tracking

## EDUCATION

Bachelor of Accountancy

Accounting and Finance | Faculty of Commerce – English Section | EI  
Ekbal Language School

## SOFT SKILLS

Strategic Decision  
Making, Problem Solving,  
Communication, Team  
Leadership, Time  
Management

## LANGUAGES

Arabic

Native

English

Fluent (Professional)

## KEY ACHIEVEMENTS

**Pixel7:** Reduced project delivery time by 30% through ClickUp automation;  
managed 15+ concurrent campaigns with 98% on-time delivery

**Bas10:** Launched MVP with 99.9% crash-free performance; improved user  
retention by 35% through customer feedback implementation

**Operations:** Managed cross-functional teams of 20+ people; coordinated  
seamless operations across multiple departments

**Efficiency:** Automated 20+ hours/week of manual reporting and  
administrative tasks

Professional CV | Designed with precision and elegance