

HAZEM EMARA

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[LINKEDIN](#)

SUMMARY

Recent Computer Science graduate with practical experience in software engineering, data entry, and administrative support. Proficient in Microsoft Office tools, Canva, and AI applications. Known for fast typing, strong communication skills, and the ability to learn new technologies quickly. Seeking a junior software or administrative role where I can contribute technical and organizational skills.

WORK EXPERIENCE

Administrative & IT Officer , Charity Bensaed **July 2024 — Present**

Responsible for developing and managing the institution's website and internal systems, designing all visual materials, and analyzing data related to charitable cases.

Call Center Agent & Data Entry Clerk, Dawar El-Khawadga Restaurant **July 2022 — Jan 2023**

- Answered customer calls and processed orders efficiently.
- Entered and updated customer information in spreadsheets.
- Assisted in organizing administrative files and records.

Freelancer – Web Designer & Excel Specialist, Self-employed **2020 — Present**

Worked on diverse projects in web development, graphic design, video editing, and data analysis using tools such as HTML, CSS, JavaScript, PHP, Excel, and Photoshop.

- Developed small websites for clients using basic web technologies.
- Created Excel sheets for budgeting, task tracking, and reports.
- Designed simple logos and social media posts using Canva.

EDUCATION

Bachelor of Science in Computer Science, Faculty of Science, **Aug 2021 - Aug 2026**
Benha University

SKILLS

HTML	Advanced	Canva	Advanced
CSS	Advanced	AI tools	Advanced
JavaScript	Intermediate	Data entry	Advanced
Microsoft Excel	Expert	UX/UI	Beginner
Word	Intermediate	admin support	Expert
PowerPoint	Intermediate	online research	Expert
Angular	Beginner	Blender	Novice
Node.js	Beginner	Graphic Design	Intermediate
Monday.com	Beginner	Motion Graphics	Novice

LANGUAGES

English: Good
Arabic: Native