

Mohamed Nabil Ahmed

Third settlement, New Cairo, Egypt
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Objective Seeking new opportunities in the information technology field, particularly in web development, at a reputable company where my background and experience can be used to best achieve the company's goals and continue to expand my knowledge base.

Experience

Coordinator and Administrator

Huna Khidma Translation, Fifth Settlement, Cairo

08/2018 – 02/2019

- * In charge of coordinating data files between the Saudi main office and other branches.

- *Coordinator, Time Management, Organized

Technical Support

Xceed (Account WE), Naser City, Cairo

02/2019 – 07/2019

- * Responsible for client communication and handling

Administrator Manager, and Coordinator

Huna Khidma Translation, Fifth Settlement, Cairo

07/2019 – 07/2020

- *In charge of coordinating data files between the Saudi main office and other branches.

- *Coordinator, Time Management, Organized

- *Manage and lead a team of 12 translators.

- * Check for grammatical and formatting errors in files.

Document Control Manager

SEG Société d'Entreprise et de Gestion sarl, New Administrative Capital, Cairo

09/2020 – *present*

- *Tasked with managing and organizing all data about four projects' documents with the consultant and owner.

(RFI-LT Consult-LT Owner-MAR-MIR-IR-QS-SD) as well as analysis and confirmation of all this data finding issue and reporting with PM and Engineers.

- *Creating reports on a daily, weekly, and monthly basis
- *Coordination, time management, and organization

Graphic Designer

Brush store, freelancer (part-time)

07/2020 – 12/2021

- *Making a creative design to print on a t-shirt
- *Making a logo design
- *Redesign the image with poor quality.
- *Make the design you've imagined a reality.
- * Adobe Photoshop and Illustrator are used.

You can see my design at the following link:

<https://www.behance.net/mohamednabil94>

Front-End Web Developer

Freelancer (part-time)

04/2022 – present

- *Use Adobe XD to create wireframes.
- * Create structure with HTML and style with CSS.
- *Making a website responsive
- *Using HTML, CSS, JavaScript, Bootstrap, and Angular

You can see my design at the following link:

<https://github.com/MohamedNabil-14>

Education

Accounting and Management

Sadat Academy for Management Science, Maddi, Cairo

2012 – 2016

graduated with an overall grade of "good."

Courses

English course at the British Council

Mini ITI for basic of Programming

Route

07/2020 - 01/2021

Basic of programming and data structure

Full stack web developer

Route

01/2021 – 06/2021

- *Front-end using HTML, CSS, JavaScript, Bootstrap, and Angular
- *Back-end using PHP, MySQL, Laravel, and WordPress

*Many projects are being built.

The Challenger Track for Web Development

Egypt FWD

08/2021 – 10/2021

Front-end web developer

New Digital World

07/2021 – 11/2022

*Front-end using Advanced HTML, CSS, JavaScript, Bootstrap, and React Framework

The Professional Track for Web Development

Egypt FWD

10/2022 – 12/2022

*landing page and weather projects.

Online courses

*Adobe XD

*Photoshop

*Illustrator

*Web development

*Web design

*MBTI Personalities

*SEO YouTube (Udemy)

Skills

Soft Skills

Communication, leadership, teamwork, time management, and strategic planning.

Computer Skills

Microsoft Office package, Windows, searching

References

Upon request, we provided