

# Mahmoud Abdulhakim

Frontend-Developer

## CONTACT

- ☎ 01014874378
- ✉ mahmoudabdulhakim6@gmail.com
- 🌐 Zagazig.Egypt

## EDUCATION

### El Shorouk Academy

Bachelor's Degree in Computers and information

( 2021-2025 )

Still Study ing.

## SUMMARY

Executive assistant with five years of experience optimizing efficiency, productivity, and service quality across multiple environments. Reliable support specialist that blends advanced organizational, technical, and business acumen.

## SKILLS

- Cs50
- C++
- C#
- OOP
- Html
- CSS
- Javascript
- UI Design

## WORK EXPERIENCE

### Administrative Manager

Fradel Spies ( 2012 – 2016 )

- Managed CRM Database including troubleshooting, maintenance, updates, and report generation
- Oversaw inventory activities

### Senior Executive Assistant

Arowwai Industries ( 2017 – 2022 )

- Executive assistant, under junior supervision and acting on own initiative
- Responsible for gathering, assmebling and analyzing information and data from a wide variety of sources