

# Ahmed Diaa

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01025812223 - 6th of October, Egypt

## Objective

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I am a highly skilled professional with extensive experience in the dynamic field of digital marketing. With a passion for staying ahead of industry trends and delivering exceptional results, with a deep understanding of search engine optimization (SEO), pay-per-click (PPC) advertising, social media marketing, content creation, email marketing, and web development.

## Education

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<b>Diploma in Business Management</b> American Academy • 6th of October, Giza, Egypt	Oct 2017 - Feb 2018
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<b>Bachelor in Business Administration</b> Canadian International College • 6th of October, Giza, Egypt	Sep 2015 - Jan 2020
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## SKILLS

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### Personal Skills

- Communication Skills
- Self-Confidence
- Self-Motivation
- Time Management
- Multitask
- Attention to Details
- Problem Solving
- Organized
- Team player

### Technical Skills

- Adobe Indesign
- Adobe illustrator
- Microsoft Office Suite
- Canva/Figma
- HTML/CSS/JS
- Data Analysis
- Content Creation

## Work Experience

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### Web Developer

Jan 2023 - Jun 2023

Freelancer • 6th of October, Egypt

I developed many websites for my clients in 6 months that attached in my portfolio.

### SEO Specialist

Jan 2022 - Dec 2022

Freelancer • 6th of October, Egypt

I worked with multiple clients to improve their websites SEO by the following:

- SEO Audit
- Keyword Research
- On-Page SEO Optimization
- Off-Page SEO Optimization
- Technical SEO
- Local SEO

### Office Assistant

Jan 2021 - Nov 2021

Egyptian Military • Cairo, Egypt

- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer electronic enquiries
- Compile data, statistics and other information
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents

### Trainee

Jun 2018 - Jul 2018

QNB Bank • Cairo, Egypt

- Arrange and co-ordinate seminars, conferences, etc.
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents

### Trainee

Aug 2017 - Aug 2017

QNB Bank • Cairo, Egypt

- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents

## Certifications

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<b>Adobe Indesign Certificate</b>	2023
<b>Adobe illustrator Certificate</b>	2023
<b>Advanced SEO Certificate</b>	2023
<b>Bootstrap 5 Certificate</b>	2023
<b>Content Marketing Certificate</b>	2023
<b>Digital Marketing Certificate</b>	2023
<b>Email Marketing Certificate</b>	2023
<b>Google Ads Certificate</b>	2023
<b>Google Analytics Certificate</b>	2023
<b>HTML/CSS/JS Certificate</b>	2023
<b>Node JS Certificate</b>	2023
<b>React JS Certificate</b>	2023
<b>Social Media Marketing Certificate</b>	2023
<b>Small Business Certificate</b>	2023
<b>Social Media Marketing Certificate</b>	2023