

ABD ELRAHMAN MOATAZ

Technical Projects Coordinator

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EXPERIENCE

Technical Projects Coordinator e-Motion Digital Creative Agency

📅 06/2025 Present

A digital creative agency focused on innovative solutions

- Act as the primary liaison between Account Managers and Technical Leads, ensuring clear communication and accurate translation of client requirements into technical tasks
- Coordinate internal technical meetings, sprint planning, and ensure alignment on scope, timelines, and deliverables
- Maintain detailed project documentation (briefs, sprint backlogs, task trackers) to ensure organized project flow
- Monitor project timelines, track deliverables, and address bottlenecks to ensure on-time delivery
- Conduct quality assurance reviews, ensuring technical outputs align with original briefs and business requirements
- Proactively identify risks and blockers, suggesting practical solutions to keep projects on track
- Support process improvement initiatives, optimizing internal workflows and team coordination for better efficiency

Web Developer

Ergasti Digital

📅 07/2024 03/2025

A digital agency providing web development and e-commerce services

- Managed and supported 19 client accounts, focusing on e-commerce, maintenance, and professional services
- Developed custom PHP plugins and themes to enhance website functionality
- Customized Shopify themes and apps, optimizing the user experience for e-commerce clients
- Integrated React for front-end and WordPress for back-end development, ensuring seamless web solutions
- Administered in-house WHMCS server, maintaining site security and high performance
- Led project coordination, ensuring timely delivery and adherence to client specifications

YouTube CMS Officer & Account Coordinator

Injaz Digital

📅 06/2023 06/2024

A digital media agency specializing in content creation and management

- Developed and executed content strategies for YouTube channels, optimizing engagement and reach
- Collaborated with design teams to plan and develop channel content, style, and layout
- Managed YouTube channels, including content publishing, optimization, and SEO
- Created compelling thumbnails and marketing strategies to attract audience attention
- Ensured content compliance with copyright and data protection regulations
- Analyzed channel traffic and user engagement to improve content performance

WordPress/Front-End Developer

Directions Media

📅 07/2021 03/2023

A media company focused on digital experiences and web development

- Independently developed and implemented new content for company websites
- Worked with teams to create high-quality digital experiences and solve technical challenges
- Stayed up-to-date with emerging technologies and digital marketing trends
- Assessed competing websites to ensure content and design competitiveness

EDUCATION

Bachelor's Degree in Business

Information System

Modern Academy

📅 07/2017 09/2021

SUMMARY

Drive business growth through expert technical project coordination with proven success in managing cross-functional teams and optimizing workflows. Leverage experience in agile methodologies, web development, and client account management to deliver timely, high-quality digital solutions that align with strategic objectives. Demonstrated ability to boost project delivery speed by 30% and foster a 25% revenue increase through effective task management and proactive risk mitigation.

KEY ACHIEVEMENTS

Client Account Management

Managed 19 client accounts, resulting in 25% revenue growth.

Increased Engagement

Boosted YouTube channel engagement by 40% in six months.

Enhanced Team Productivity

Developed task app improving team productivity by 15%.

Accelerated Delivery

Boosted project delivery speed by 30%, ensuring timely client satisfaction.

SKILLS

Agile	Chart.js	CSS	E Commerce	
Project Management		FlexBox	GitHub	
HTML	JavaScript	PHP	Scrum	SEO
Shopify	Typography	WordPress		

PROJECTS

EgyptNymara

📅 05/2025 05/2025

EgyptNymara is a front-end project showcasing the beauty of Egypt

- A personal front-end project that celebrates Egypt's rich culture and natural beauty
- The website offers a modern design and interactive web elements, focused on providing a seamless travel experience

TaskSync

📅 04/2025 04/2025

TaskSync is developed to enhance team collaboration and task management

- A modern task management application designed for teams
- Offering real-time task tracking, team member assignments, and notifications