

# MOHAMMED JAMAL

+971 508762319 simojamal15@gmail.com Dubai

## career objective

Dedicated worker with excellent communication, time management and computer skills. Aiming to leverage my abilities to successfully fill my duties. Frequently praised as hardworking by my peers, I can be relied upon to help your company achieve its goals.

## experience

Jan 2023 - Present

### COMPUTER SYSTEM MANAGER

Gulf Model School, Dubai

- Manage School IT infrastructure.
- Manage G suite school account.
- Digital Marketing and social media.
- IT support guidance.

Sep 2022 – Jan 2023

### SOCIAL MEDIA OFFICER

Discover Qatar, Doha

- Conducted competitor research to identify market strengths and weaknesses.
- Maintained brand consistency in messaging and visual identity.

Jan 2022 - Aug 2022

### CUSTOMER SUPPORT AND DIGITAL MARKETING

Cyber Elements Technologies, Dubai

- Customer Support
- Creating content and promoting it
- Training new employees
- Contacting and finding Influencers to promote company ads.

## education

Jan 2017

### BACHELOR OF SCIENCE IN COMPUTING AND INDUSTRIAL MANAGEMENT

Hassan the 1st University,  
Settat, Morocco

Jan 2022

### MASTER OF SCIENCE IN COMPUTER SCIENCE AND TECHNOLOGY

Shanghai University of Electric Power,  
Shanghai, China

Oct 2020 - Jul 2021	<b>IT TECHNICIAN</b> Zilliomco, EL Jadida <ul style="list-style-type: none"> <li>• Computer desks and network installment</li> <li>• Creating the websites.</li> </ul>
May 2020 - Mar 2021	<b>ONLINE ECOMMERCE BUSINESS</b> Shopify <ul style="list-style-type: none"> <li>• Managing the business and planning</li> <li>• Creating and maintaining the website.</li> <li>• Products research and ads creations</li> <li>• Marketing and Running Facebook ads.</li> </ul>
Jan 2019 - Jan 2020	<b>ENGLISH TEACHER AND RECRUITER</b> EQClass, Shanghai <ul style="list-style-type: none"> <li>• Creating courses and planning</li> <li>• Teaching two classes grade 1 to 4</li> <li>• Creating events and games activities</li> <li>• Recruiting new teachers.</li> </ul>

## skills

- Critical Thinking
- Advanced Excel Spreadsheet Functions
- Office Organization
- Active Learning
- Customer Satisfaction
- Social Perceptiveness

## certifications

- Google fundamentals of Digital Marketing
- Microsoft Certified IT Professional
- Cyber Security Awareness
- Chinese Language Proficiency HSK4
- Programming in HTML5 with JavaScript and CSS3
- Data Protection and Privacy Awareness

## languages

### ARABIC

***Native***

### ENGLISH

***Fluent***

### FRENCH

***Fluent***

### CHINESE (MANDARIN)

***Intermediate***

Confucius