



EBRAHIM HAMDI EBRAHIM ABU NAHIA

CONTACT

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Address: Gaza, Khan Younis, Al-Katiba

Date of birth: 27/9/2004

ID: 420248890

SKILLS

- Leadership & Management: Proficient in leading teams, managing operations, and handling client requests independently.
- Client Relations & Communication: Strong client management skills, ensuring satisfaction through professional and timely communication.
- Microsoft Office Proficiency: Advanced skills in Microsoft Word, Excel, and PowerPoint for high-quality document creation.
- Translation & Proofreading: Proficient in translating and proofreading research documents with high accuracy.
- Software Proficiency: Extensive experience with a range of tools for document management, design, and content creation.

LANGUAGES

- Arabic: Native speaker.
- English: Proficient (professional level, with strong translation and proofreading abilities).

PROFESSIONAL SUMMARY

Customer-focused Computer Engineering student (Year 3) with 2+ years remote experience serving the GCC market. Delivering fast, high-quality designs, reports, presentations, translations, and multi-language CVs while handling live customer messaging. Strong communicator, organized under pressure, and skilled with Canva, PowerPoint, and Microsoft Office.

EDUCATIONAL

2022

High School Diploma , GPA: 89.9%

Mohammad Al-Najjar School, 2022

CURRENTLY

Bachelor's Degree in Computer Engineering

University College of Science and Technology, 3rd Year

PROFESSIONAL EXPERIENCE

*Customer Success & Creative Specialist — Remote (GCC market)
Freelance / Contract | 2023–2025*

- Managed a client-facing page; responded to high-volume inquiries and converted orders with positive feedback.
- Produced end-to-end deliverables: graphic designs, translations (AR↔EN), research summaries, reports, PowerPoint decks, and ATS-friendly CVs.
- Balanced live messaging with production; ensured on-time delivery and clear formatting/QA.

Freelance Designer & Content Producer — 2021–Present

- Built English portfolio website and multiple presentation decks with speaker notes.
 - Prepared academic reports/lab write-ups with clean templates and references (APA).
 - Created bilingual resume/CV templates; customized for client roles and sectors.
- Selected Academic / Personal Projects*
- Professional CV Template Pack (AR/EN): ATS-friendly layouts (DOCX + PDF), clean typography, export presets.
 - Presentation Toolkit: Reusable slide master in PowerPoint; charts, icons, and agenda layouts.
 - Embedded/Software coursework: mini-projects in C/C++/Python (algorithms, data structures, logic design).

COURSES & CERTIFICATIONS

- Leadership & Management: Completed multiple courses focusing on leadership skills, managing teams, and enhancing productivity.
- Website Design with HTML: Comprehensive training in HTML-based website design.
- Game Design: Completed a course in game design and development.
- Professional Blogging: Courses in blogging, content management, and creating engaging digital content.
- Photography: Practical photography training for visual content creation and storytelling.

ADDITIONAL SKILLS

- Technical: C/C++, Python (basics), HTML/CSS (basics), Algorithms & DS, Digital Logic, Embedded fundamentals.
- Productivity & Design: Canva (advanced), PowerPoint (advanced), Word/Docs, Excel/Sheets, PDF tools.
- Communication: Client messaging, requirement gathering, brief writing, QA & formatting.

PORTFOLIO / SAMPLES

- <https://h-ema-2004.github.io/ebrahim-abu-nahia-portfolio/index.html>
- <https://drive.google.com/drive/folders/1LUW-WVKuK6lgP3fkRvKaQWr4Sy5zMnvz?usp=sharing>