EBRAHIM HAMDI EBRAHIM ABU NAHIA

CONTACT

Phone: +970 567275386
Mail: exsscorpion@gmail.com
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

Dedicated and highly skilled professional with extensive experience in online design, task management, team leadership, and client relations. Proven ability to efficiently manage company operations, handle client requests independently, and deliver high-quality work under tight deadlines. Known for strong organizational skills, effective communication, leadership abilities, and a commitment to excellence.

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

Freelance Designer, Team Leader, and Project Manager Online Company

- *Managed all aspects of company operations, including project coordination, client communication, and task completion with high accuracy and efficiency.*
- *Responded to client requests, handled inquiries, and ensured customer satisfaction by managing all projects independently.*
- *Demonstrated strong leadership skills in overseeing project timelines, managing workflow, and ensuring timely delivery of high-quality results.*
- *Specialized in design tasks, document management, and creating professional presentations, reports, and research documents.*
- *Leveraged diverse software tools to maximize productivity, prevent errors, and meet strict deadlines.*

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 Skills: Strong self-learning, adaptability, teamwork, and leadership capabilities.
- Software Proficiency: Advanced skills in Microsoft Office Suite, HTML, game development platforms, and digital publishing tools.