

Mhd Majjed Khatteeb

Objective

Full-time position with an employer that provides a healthy competitive environment, where I am given a space to innovate and impact my workplace.

Education

2004 – 2009

University of Kalamoon

Damascus, Syria

Bachelor's Degree in **Software Engineering**, faculty of Information Technology

- Minor in **Business Administration**

Experience

05/2018 – 10/2018

Oxfam GB in Syria

Full-time

MEAL Assistant

- Responsible of: accountability, MEAL system maintenance and support, Programme monitoring, information management, reporting, capacity building for Oxfam and partners staff, evaluation/review and learning.
- Analytical monitoring and evaluation of activities outputs to produce disaggregated data reports for the final evaluation of the project outcome.
- Achievement: Revamping the monthly accountability database to automate the process of producing the accountability monthly report.

08/2017 – 04/2018

Oxfam GB in Syria

Full-time

Logistics Assistant

- Working with logistics officer on shipments and transportation, manage the monthly reports of assets, stock, orders tracking, travel tracking and other reports related to logistics and supply.
- Communicate and follow-up with vendors and suppliers to ensure the fulfillment of purchase orders and delivery of goods/services.
- Achievement: Developed and built the price estimation database/system, this reduced the processing-time for estimation requests by 70-90%.
- Achievement: Developed the Tender form, automating the process of tender's documents filling allowing for time saving up to 30%.

01/2017 – 05/2017

Oxfam GB in Syria

Voluntary

Logistics and Procurement Volunteer

- Working with procurement officer on orders from the requisition up to the payment request, filing and archiving orders, update orders tracking, suppliers' database and several monthly reports and verifying trucking bills submitted by the service provider.

06/2015 – 12/2016

Multiple Clients

Freelance/Remote

Project Manager & Lead Designer

- Mobile game for a Saudi client, managed a team of 5 to deliver the first iteration within 4 months
- Web interactive-educational game for local client, managed a team of 5 to deliver the final product within 5 months

- 2D Animation Ad for local client, managed a team of 9 to deliver the final product within 4 months

07/2013 – 10/2015

MCC - KSA

Full-time/Remote

Project Manager & Senior Designer

- Manage two teams working on two different projects; provide cost and time estimation for both projects on tasks-level.
- Assign tasks to members of the teams and help streamlining the output of each task.
- Shape and improve the production process of mobile games development, and design the gameplay mechanics and levels.
- Analyze user feedback and data metrics to recognize issues, identify areas of opportunity to improve application performance, production and development process.
- Achievement: Setup the pipeline for the production process of mobile games.
- Achievement: Proposed and drafted the diagram for teams' hierarchy, roles and responsibilities.

04/2012 – 06/2013

NewBoy FZCO

Full-time

Coordinator, Game Designer and Team Leader

- Leading the development team of the Web and Mobile department; to provide apps and products that support the goals of the business units
- Coordinate the activities and requests flow amongst own department, operational departments and brands business units.
- Design mobile and web games that are in alignment with the marketing objectives of the company, and lead the development process from concept to delivery.

03/2010 – 11/2011

Smart Solution Plus (SSP)

Full-time

IT Support Technician

- Provide the needed technical services for the different departments within the establishment.
- Field visits for customer office to setup IT solutions.
- Follow-up and resolve customer's tickets and requests.

03/2010 – 11/2011

Aalami Interactive Studios

Full-time

Game Designer

- Design educational video games for Facebook and iOS platforms that are in-line with the goals of Aalami Group.

03/2010 – 11/2011

JoyBox Co

Full-time

Game Designer

- Design video games for PC, web, mobile and Satellite-based TV.
- Achievement: Outlined the structure of the game design process and established the basic standards for writing the game design documents.
- Achievement: Worked as a Project Manager at the age of 21, managing the project of developing a web game ordered by largest and leading private media company in MENA region (MBC Group).

Languages

Language	Speaking	Reading	Writing
Arabic	Native Tongue	Excellent	Excellent
English	Good	Good	Good

Skills

- MS Office Suit: Advanced Level
- Adobe Photoshop: Intermediate Level
- Google Analytics: Intermediate Level
- Web Scripting: Intermediate Level
- Communication Skills
- Teamwork
- Time Management
- Organizational Skills

Interests

- Reading and Writing
- Swimming
- Tech and Media
- Video Games

References

- University of Kalamoon: Syria, Deir Atiyah – Phone: +963 11 7833999 – Email: info@uok.edu.sy
- Professional references provided upon request