

# Tarek Fahmy

Cairo, GA - Email me on Indeed: [indeed.com/r/Tarek-Fahmy/e2198b8a1e9427be](https://www.indeed.com/r/Tarek-Fahmy/e2198b8a1e9427be)

Willing to relocate: Anywhere

Sponsorship required to work in the US

## WORK EXPERIENCE

### **Business Development & Projects Lead**

Clicksco - ME - 2014 to Present

Established Clicksco's Cairo branch, Built the team and kicked off the Clicksco-ME business;

2014 - Present

Responsible for strategic planning and business development, seek and execute partnership deals along side planning, monitoring and controlling ongoing projects.

## PROJECTS/ACHIEVEMENTS@ CLICKSCO-ME

Review Hub (Web) @Hubb.media, 2015

Hotel based review system bundled into hubb.media suite

Fully customized cloud based self-service SAAS that enables any hotels group to subscribe and integrate it into their website by simply adding two lines of code. Review hub provides state of the art features e.g. customer reviews, Q/A, private communication between members and single sign-on service for all the integrated systems.

Roles and Responsibilities:

- Management of the ongoing development of the software, Release management and planning.

<http://hubb.media/en/products/review-hubb>

### **Release management**

- 2015 to 2016

Mazagy Android Application @Clicksco, 2015 - 2016

Roles and Responsibilities:

- Management of the ongoing development of the software, Release management and planning.
- Designed the application from scratch.
- Managed All Social Media activities, Social Media Ads and marketing campaigns; I've also designed all Ad creatives myself.
- Managed to get MAZAGY to reach over 100K downloads in less than three months.

<https://play.google.com/store/apps/details?id=me.clicksco.mazagy>

<https://www.mazagyapp.com>

Nahki.me (Web) @Clicksco, 2016

Women focused website

Roles and Responsibilities:

- Management of the ongoing development of the software, Release management and planning.
- Designed the site's structure look and feel (Wire frames and prototype), Worked with the design team (off shore based in UK) to get all design requirements done.
- Managed All Social Media activities, Social Media Ads and marketing campaigns, I've also designed all Ad creatives myself.
- Responsible for traffic acquisition and user management.
- Responsible for making partnership deals and all third party communications.

<http://www.nahki.me/ar/home/>

### **Project Manager**

INTERNATIONAL TURNKEY - December 2009 to December 2014

ITS

Roles and Responsibilities:

- Handle projects from initiation to completion; including Planning, Scheduling, monitoring and controlling, managing projects' meetings and following up on actions with all projects' stakeholders.
- Responsible for defining, managing and resolving project issues, risks and conflict.
- Conducting Project kickoff meetings, project status meetings, prepare project status reports, conduct project closure meetings, define and present lessons learned.

### **Backup Operator**

INTERNATIONAL TURNKEY - March 2007 to December 2014

ITS

Roles and Responsibilities:

- Responsible for project flawless execution throughout the different phases on a day to day basis.
- Generated project specific procedures for ongoing and upcoming projects.
- Searched for and selected a Fire Proof safe for the Project, found distributors in Egypt and made all the necessary negotiations.
- Prepared a business requirements document for a software to be used for handling this service.
- Responsible for testing the application mentioned above, following up with the development process and finally, going live with the product.

### **PMO Management Team Member**

INTERNATIONAL TURNKEY - February 2011 to January 2014

ITS

Roles and Responsibilities:

- Prepare PMO Steering Committee Presentation to be presented to the board.
- Prepare and follow up on the MOM coming from the Steering Committee Meeting.
- Working with different team leaders and resource managers to get the required actions done.

- Follow up on PSRs and update Consolidated Project Status Sheet for the Banking Development department Projects.
- Work with QMG (Quality Management Group) with all PMO Related Issues.
- Assist PMO Manager in all PMO related assignments.
- Manage, support, and follow up on the ongoing activities of the (EPM) System; a system used to handle time-sheets, tasks, and project documentations.

### **Project Manager & PMO Management Team Member**

INTERNATIONAL TURNKEY - 2007 to 2014

INTERNATIONAL TURNKEY - 2007 to 2014

### **Information Security Officer**

INTERNATIONAL TURNKEY - October 2009 to October 2013

ITS

Roles and Responsibilities:

- Working with the company's Chef Information Security Officer to put a plan for the (BCP) Business continuity plan for my department.
- Attend regular security audit meetings and follow up on issues related to my department.

### **".NET porting project" as a software testing engineer**

INTERNATIONAL TURNKEY - October 2007 to October 2009

Prepare test cases and test scenarios, then execute them, report the issues and follow up on their fix.

### **Software Testing Engineer**

INTERNATIONAL TURNKEY - July 2007 to October 2009

ITS

Roles and Responsibilities:

- Worked as a testing engineer on an online banking application since July 2007 until October 2007.

### **Telesales - Selling SAZ Discount Cards**

Mina Trade Co - June 2004 to August 2004

Summer 2004

## **EDUCATION**

### **B.Sc. in Computer Science**

Misr International University

2002 to 2006

## **MILITARY SERVICE**

Service Country: EG

Branch: Exempt

Rank: Exempt

Exempt

#### ADDITIONAL INFORMATION

With over eight years of professional experience in both multinational corporations and small tech labs "Startups", Managing large scale banking software development projects and then managing internet businesses, website and mobile app development, marketing, and operations, i am Dedicated, self motivated, a fast learner and most of all, i get things done.

Well known to have outstanding interpersonal and communication skills.