



Abeer Sohil Mohammed

Work Experience

SEO EXPERT

UCAS Incubator | April 2021 - Present

Highly driven and results-oriented SEO specialist with 3 years of career experience in e-business optimization organizations and websites. Adept in original content development search-friendly solutions and keyword research. I Possess excellent problem-solving and analytical thinking skills.

Teacher

Al - Nayzak | 2019 - April 2020

Teacher at a preparatory school within the DEAL Program of the Al-Nayzak Foundation in partnership with the United Nations Children's Fund. UNICEF, and the Ministry of education and Higher Education, employ programming and video games as a learning tools for developing life skills such as creative and critical thinking skills, problem-solving, and decision-making, as well as administrative, participatory, and cooperative skills.

Call Center

Al-Quds Open University | 2019 - Novmber 2020

- Answer phone and student requests and complaints in an efficient manner.
- Transfer calls to the appropriate place.
- Report to supervisor with any problems or suggestions to better work atmosphere.
- Calm frustrated or upset students by providing excellent and friendly servic.

Secretary

Al-Sharq Educational Center | May 2018 - August 2018

- Carrying out the clerical and financial work required by the center's management.
- Organize files, documents, and records.
- Creating file systems, whether manual or computer.
- Assisting in the collection of educational fees at the beginning of the academic year.
- Any other work assigned to the director of the center in accordance with the regulations and instructions and as required by the interest of the center.

Public Relations

Kananyat Agency | 2017 - 2019

- The official spokesperson for the institution.
- Interest in the media policy in the institution.
- Developing the communication system inside and outside the institution.
- Ability to identify different means of communication.
- Organizing corporate events.

Get in touch!

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References

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Engineer

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Fadia Eliwa

Administrative Officer

Kananyat Agency

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Skills

- Social Media Management
- Verbal communication skills
- Written communication skills
- Competence in office software
- Digital Marketing
- Customer service skills
- Communication
- Team management
- Problem-solving skills
- Ability prioritize and multitask
- Organized
- Time management
- Fast learner
- Motivated
- Relationship management
- Data entry

Education

Al-Quds Open University

Information Technology | Computer Information Systems