NEAMAT AL KURDI

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SUMMARY

Detail-oriented Project Coordinator with a background in Computer and Communication Engineering and proven experience in digital projects, e-commerce, and IT systems. Expert in team coordination, client communication, and tools like ClickUp, Excel, and CMS platforms. Passionate about delivering seamless digital experiences that connect strategy with flawless execution.

WORK EXPERIENCE

Project Manager Coordinator - The Web Addicts   **October 2025 - Present**

- Develop and manage project plans, timelines, and resources, ensuring smooth execution and on-time delivery of website and mobile app projects.
- Serve as the primary liaison between clients and development teams, maintaining clear communication and alignment on goals and deliverables.
- Prepare and maintain project documentation, including status reports, meeting minutes, and action items.
- Coordinate meetings, track tasks and milestones, and ensure deliverables meet quality standards and client expectations.
- Support continuous improvement of project management processes and methodologies.

E-Commerce Supervisor - Samer Khouzami Cosmetics   **August 2024 - September 2025**

- Managed e-commerce platform functionality, product catalog, and order fulfillment.
- Served as main liaison with clients and couriers, ensuring timely deliveries and satisfaction.
- Implemented strategies to drive online sales and optimize the user experience.
- Monitored website performance using analytics and reported key insights to management.
- Oversaw content updates, newsletters, and blog posts to maintain engagement and relevance.

IT - System Engineer - Middle East Airlines   **May 2024 – July 2024**

- Managed material flow for local and imported goods.
- Supported IT infrastructure including CCTV, access control, and Wi-Fi networks.
- Administered Active Directory, Exchange, and Office 365 environments.
- Configured network switches, FortiGate firewalls, and domain servers.
- Provided first-level technical support for PCs and printers.

EDUCATION   **2020 - 2024**

Rafik Hariri University - College of Engineering

- Bachelor of Engineering in Computer and Communication Engineering

CERTIFICATES

- Cisco CCNA: Introduction to Networks
- Cisco CCNA: Switching, Routing, and Wireless Essentials
- Cisco CCNA: Enterprise Networking, Security & Automation

ADDITIONAL INFORMATION

- CMS & E-Commerce: Shopify, Custom CMS platforms
- Project Tools: ClickUp, Excel (data analysis), Google Workspace, Office 365
- IT & Systems: Active Directory, FortiGate firewalls, Exchange, WLAN setup
- Web Basics: HTML/CSS, JavaScript, C++
- Languages: English, Arabic