MOHAMED WASSIM ABOUDA

ADMINISTRATIVE & BUSINESS COORDINATOR

Doha, Qatar | +974 5070 6084 | med.wassim.abouda@gmail.com | LinkedIn | Portfolio

PROFESSIONAL SUMMARY

Organized business and technology professional with experience in documentation, stakeholder communication, supplier coordination, meeting follow-up and operational issue resolution. Brings structured execution from software and service-delivery environments.

CORE SKILLS

Business administration • Correspondence • Meeting agendas and notes • Follow-up tracking • Supplier coordination • Stakeholder communication • Document preparation • Records and reports • Microsoft Office • Google Workspace • Prioritization

PROFESSIONAL EXPERIENCE

Mergers United | Doha, Qatar — Jun 2024 – Jul 2026

IT Project Coordinator / Technical Supervisor

- Coordinated communication between internal stakeholders and an external service provider; maintained action lists, issue follow-ups and delivery documentation.
- Prepared meeting-related notes, clarifications and supporting records for requests, UAT feedback and handover activities.

Satoricom Services | Doha, Qatar — Sep 2023 – Jun 2024

General Manager / Co-Founder

- Managed client requests, supplier coordination, documentation, follow-ups and digital-service handovers as General Manager / Co-Founder.
- Supported a corporate website and internal CRM, incorporating client feedback into functional checks, documentation and user handover.

Avenues Dental Center | Doha, Qatar — May 2023 – Sep 2023

Software Engineer

- Handled reported technology and communication issues and coordinated follow-ups with service providers.

Arsela Technologies | Sousse, Tunisia — Nov 2022 – May 2023

Frontend Software Engineer

- Collaborated with cross-functional colleagues on scheduled deliverables and documentation for application work.
- Worked with development colleagues on UI fixes, form validation, API behavior and release-related testing.

EDUCATION & LANGUAGES

National Engineering Degree in Computer Engineering — Option: Software Engineering | 2022

EPI - International Private Polytechnic School, Sousse, Tunisia

Languages: Arabic (native) • French (fluent) • English (working proficiency)