MOHAMED WASSIM ABOUDA

ADMINISTRATION & PARTNERSHIPS COORDINATION

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

PROFESSIONAL SUMMARY

Business coordination professional experienced in client and supplier communication, organized follow-ups, documentation and support for operational projects. Prepared to support administrative workflows and external partnerships using clear professional communication.

CORE SKILLS

Professional correspondence • Meeting coordination • Action tracking • Client and supplier liaison • External stakeholder follow-up • Records / contact tracking • Proposals / documentation support • Office / Google Workspace • Research • Arabic / French / English

PROFESSIONAL EXPERIENCE

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

IT Project Coordinator / Technical Supervisor

- Coordinated internal and vendor communications, organized requests and actions, maintained documentation and followed through on open issues.
- Supported structured stakeholder updates and coordination across different platform workstreams.

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

General Manager / Co-Founder

- Managed client-facing communication, supplier follow-ups, service requests and handovers for a digital-services business.
- 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

- Helped coordinate operational requests and outside-provider communications for digital systems.

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

Frontend Software Engineer

- Collaborated with teammates to clarify requests and communicate progress on deliverables.
- 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)