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 TarekDahawy |  tarek.dahawy

TAREK DAHAWY

KEY ACHIEVEMENTS

- Solid **11 years of experience** in Web platforms and operations Management including domain names registration, web hosting setup, building different types of websites and social channels (ex. Forums / Blogs), Content updates, Web Monitoring/Analysis, and Performance Optimization.
- Delivering successful online solutions covering the full cycle from strategy and planning to delivery and operations.
- More than **8 years of experience** in the field of social media and online marketing/campaigns.
- Well-developed CRM (Customer Relationship Management) causing a professional communication with internal and external stakeholders.
- Planning, Supervising, Administrating, and implementing complex web applications and online facilities through IT Partners and online solutions parties.
- CMS (Web Content Management System) expertise (Open source - Such as "Joomla & Wordpress" – as well as custom developed enterprise editions).
- Successfully planned, organized, implemented and administrated custom CMS(s) and blogging solutions in which support multiple languages and multiple channels (Web, Mobile and Digital Media).

OBJECTIVE

Seeking a challenging position in a well-reputed firm with highly competitive job atmosphere - in which I can prove & develop my technical knowledge and experience, as well as my skills in the fields of web administration, web designing & development, digital media, CRM, social media and web technology - for the enlargement & success of the firm Internet properties to meet and exceed expectations.

PERSONAL

Nationality: **Egyptian**

Date and Place of Birth: **27th April 1985 – United Kingdom/London**

Marital Status: **Married** | **Children: 3**

Mobile No: **+971 50 733 4522**

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Others: Hold UAE Driving License

EXPERIENCE AND PROJECTS

EXPERIENCE **SENIOR OFFICER, WEB ADMINISTRATOR** DUBAI ISLAMIC BANK

[Since February 2015 till present]

Main Key responsibilities:

- To assist in maintaining bank's corporate & intranet websites in terms of content management, site design and maintain site standards with regard to new developments in order to achieve the department objectives.
- Ensure website pages are being 'proactively' watched over and reflect the business approach and information that is required to support the relevant product and function
- Ensure content to be posted on the websites has the required approval from the content owner/representative before deployment to the website.
- Validate the changes before and after the changes are published externally
- Enforce DIB's branding guidelines across the websites and achieve compliance to the approved website policy and procedure document
- Coordinate marketing promotions & activities to encourage traffic and to promote web stickiness
- Work with business content owners to leverage knowledge and experience in utilizing internet opportunities to enhance the Bank's brand, image and position
- All the above accountabilities includes but not limited to any additional/new tasks or responsibilities assigned by the line Manager.

SENIOR WEBSITES OFFICER WATANI.AE | FILMI.AE

[Since March 2013 till present]

Main Key responsibilities:

- Operating CRM (Customer Relationship Management) protocols to professionally communicate with internal and external stakeholders.
- Ensure the Registration/Functionality of the company Domain Names.
- Ensure the Stability/Connectivity/Functionality of the Dedicated Servers or webhosting space of the company/project.
- Ensure the Execution/Implementation of the company Website(s) needs and requirements.
- Ensure the performance Excellency of the company website(s) in terms of stability control and web administrations.
- Provide the management with information about the website(s) Users Interaction and feedback via different monitoring & analytical tools.
- Contribute to the effectiveness of the company internal culture.
- Creating, operating, and analyzing the company Social media channels.
- Generating online campaigns for the company's events & activities.
- Ensure teams' satisfaction and engagement.

Senior Website Administrator WATANI.AE | RAYAK.AE

[June 2008 till March 2013]

Technical Details and Tasks:

- Manage to build an online statistical information system with various features and modules.
- Sustain, review, and administrate the website objects to work with the statistical information system.
- Coordinate with the system web developer to analyze the website in order to maintain high stability and high performance.
- Manage the front end of the Website and update the content.
- Control the modules and functions of the system such as membership modules, sampling and survey, database analysis, conduct online surveys, and generate e-reports.

Webmaster, Website coordinator WATANI.AE | WATANI.TV | AJAAJ.AE |

WATANIKIDS.AE

[May 2006 till June 2008]

Technical Details and Tasks:

- Managing, Reviewing, Checking, Monitoring - WATANI .AE .TV, Ajaaj.AE, Watanikids.ae - Website(s).
- Managing the Portal/CMS system of the Website(s) and updating the contents.
- Designing banners and advertisements to publish it in public forums and blogs.
- Coordinating and assisting events coordinators in their events to publish their news/events through the social media channel (twitter, Facebook, forums...etc.).
- **Participated Events:** *Naji Al-Naimi Campaign (2006), Lebanon kids Campaign (2006), Supporting National Board Election (2006), UAE National Day (2006/2007/2008/2009), WATANI Family Camps (2007/2008), WATANI Kids Camps (2007/2008/2009), WATANI Lectures and Seminars.*

Webmaster, Academic Integration Network, Al Ain, UAE

[February 2005 till January 2006]

- Manage AIN website and its portal/CMS utilities.
- Train AIN members on how to use the portal/CMS and how to modify the content.
- Monitor the website performance, errors and bugs, and report any suspicious issues to the IT partner in order to fix it.

KEY PROJECTS	Project	Duration	Role
	Dib.ae	2015 till present	Senior Officer, Web Administrator
	Watani.ae	2006 till 2015	Senior Website Officer
	Filmi.ae	2013 till 2013	Senior Website Administrator
	dbelhoul.com	2012 till 2013	Web Manager
	Rayak.ae	2008 till 2012	Coordinator
	Watani.tv	2007 till 2010	Webmaster
	Ajaaj.ae	2007 till 2009	Webmaster
	Watanikids.ae	2007 till 2009	Webmaster
	ain.ae	2005 till 2006	Webmaster
	aravip.com	2004 till present	CEO & Founder
	dahawy.com	2005 till present	Owner

KEY COURSES AND SKILLS

TRAINING CERTIFICATES

- Project Management
- Database Oracle 6
- Graphic Design (Photoshop, Illustrator)
- A+ Course
- Time Management
- Creative thinking
- Self esteem

INTERPERSONAL SKILLS

- Quick and efficient responder
- Quick learner
- Well Organized
- Good Communicator
- Creative thinker
- Well Researcher
- Self-Motivated
- Problem solving
- Independent and Team Player

TECHNICAL SKILLS

- Website designing, development, implementation and administration.
- Expert Knowledge in interpreting web coding languages (PHP, ASP.NET, HTML, CSS, Java Script) and infrastructure.
- Domain names registration and management.
- Online campaigns generations with well-defined SEO protocols.
- Manage different types of blogging systems, CMS(s) and Forums.
- Managing other web scripts such as e-commerce, web galleries and portals.
- Researching & grabbing information via different web resources.
- Google webmaster tools and SEO practice.

COMPUTER SKILLS

- Hardware and Software - Normal User.
 - Microsoft Office Standard - Professional User.
 - Microsoft Expression Web 4 – Professional User.
 - iOS and Windows Operating Systems - Professional User.
 - Adobe Dreamweaver, Photoshop and Illustrator - Professional User.
 - Computer Networking – Amateur User.
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EDUCATION

August 2002 - January 2006 | AL-AIN, UAE
United Arab Emirates University – **College of Business & Economics**
Bachelor in Information system – Statistics | **GPA: 3.11**

INTERESTS

- Web: New technologies, Web designing, Web Languages, new internet protocols, new websites and creative ideas.
 - Cinemas: Action, Thrillers, Horror & Comedy Movies.
 - Sports: Swimming, Tennis Table and Body Building.
 - Arts: Doodling.
 - iOS & Android Apps Players.
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LANGUAGES

- Arabic (Native)
 - English (Fluent) - Reading, Writing & Listening
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REFERENCES

Available upon request
