



MEDJEDOUB MERIEM

Phone: +974 3349 0171

Email: mmedjedoub332@gmail.com

Location: Al Sadd, Doha, Qatar

PROFILE

Highly adaptable and motivated professional with a Master's Degree in Computer Science (Distributed Systems and Networks) and diverse experience in Qatar across teaching (Computer Science, Mathematics, French), sales, and reception. Strong background in communication, problem-solving, customer service, and technical instruction, with the ability to perform effectively in both educational and commercial environments. Known for being organized, hardworking, and resilient under pressure, with a proven capacity to quickly learn new roles, manage responsibilities efficiently, and deliver high-quality results in fast-paced and multicultural workplaces.

EDUCATION

• 2020 - 2022

Master's Degree in Computer Science, Specialization: Distributed Systems and Networks
University of Skikda, Algeria

• 2017 – 2020

Bachelor's Degree in Computer Science, Specialization: Networks and Distributed Systems
University of Skikda, Algeria

• 2017

Baccalaureate (High School Diploma)

WORK EXPERIENCE

MATHEMATICS TEACHER

02 MAY 2025 – 31 MARCH 2026

SEK INTERNATIONAL SCHOOL - DOHA, QATAR

- Delivered inquiry-based math lessons for Middle and High School levels.
- Integrated digital tools and technology to enhance student engagement.
- Analyzed performance data to create personalized learning paths.
- Designed rigorous assessments and rubrics for critical thinking.
- Communicated progress effectively with parents and school staff.

IT SUPPORT ASSISTANT (INFORMATION TECHNOLOGY)

09 JANUARY 2025 – 14 APRIL 2025

OOREDOO – DOHA, QATAR

- Provided technical support for hardware, software, and network-related issues.
- Assisted in system installation, configuration, and troubleshooting.
- Monitored IT systems and ensured smooth daily operations.
- Responded to user requests and resolved technical incidents in a timely manner.
- Maintained documentation of IT issues, solutions, and system updates.

FRENCH LANGUAGE TEACHER

21 AUGUST 2024 – 26 NOVEMBER 2024

FRANCO-QATARI VOLTAIRE HIGH SCHOOL - DOHA, QATAR

- Delivered high-quality French language instruction for secondary students.
- Adapted lesson plans to meet French national curriculum standards.
- Facilitated interactive oral and written communication exercises.
- Evaluated student performance through standardized language assessments.
- Collaborated with the faculty to enhance linguistic immersion programs.

RECEPTIONIST

03 APRIL 2024 – 08 JULY 2024

AN GLOBAL, DOHA, QATAR

- Welcomed patients and visitors and provided information and assistance.
- Managed appointment scheduling and patient registration processes.
- Handled phone calls and directed inquiries to the appropriate departments.
- Maintained accurate records while ensuring confidentiality of patient information.
- Coordinated with medical and administrative staff to ensure smooth daily operations.

RECEPTIONIST

14 NOVEMBER 2023 – 19 FEBRUARY 2024

BRITISH INTERNATIONAL DENTAL CENTRE, DOHA, QATAR

- Welcomed patients and managed front desk operations in a professional manner.
- Scheduled and confirmed appointments using clinic management systems.
- Handled phone calls, inquiries, and patient records efficiently.
- Processed billing, payments, and insurance documentation.
- Ensured a clean, organized reception area and high customer service standards.

SALES REPRESENTATIVE

25 JULY 2023 – 30 OCTOBER 2023

AN GLOBAL FOR TRAVEL SERVICES | DOHA, QATAR

- Promoted and sold travel packages to corporate and retail clients.
- Cultivated strong client relationships to drive repeat business.
- Achieved monthly sales targets through lead conversion and outreach.
- Prepared custom travel itineraries and cost estimates for clients.
- Resolved booking inquiries to ensure high customer satisfaction.

SALES REPRESENTATIVE

07 MARCH 2023 – 12 JUNE 2023

ZARA | PLACE VENDÔME LUSAIL, QATAR

- Achieved monthly sales targets by delivering high-end customer service.
- Engaged with diverse clientele to provide personalized product recommendations.
- Maintained premium visual merchandising standards throughout the store.
- Processed transactions and managed inventory using POS systems accurately.
- Built strong customer loyalty through professional follow-ups and support.

SALES REPRESENTATIVE

18 OCTOBER 2022 – 22 JANUARY 2023

OSMA PARFUM – DOHA, QATAR

- Assisted customers in selecting perfumes based on preferences and needs.
- Promoted products and upsold complementary items to increase sales.
- Managed sales transactions and handled cash and electronic payments.
- Maintained product displays and ensured stock availability.
- Provided excellent customer service to enhance client satisfaction and loyalty.

COMPUTER SCIENCE TEACHER

05 JUNE 2022 – 10 SEPTEMBER 2022

ACADEMIC SERVICES TEXAS A&M UNIVERSITY AT QATAR – DOHA, QATAR

- Delivered computer science lessons covering basic IT skills and software applications.
- Prepared instructional materials and adapted content to student levels.
- Guided students in practical sessions and hands-on computer exercises.
- Assessed student performance and provided constructive feedback.
- Maintained a structured and engaging learning environment.

EVENT STAFF / EXHIBITION ASSISTANT

15 FEBRUARY 2022 – 20 MAY 2022

KATARA CULTURAL VILLAGE – DOHA, QATAR

- Assisted in organizing and supporting technology and cultural exhibitions.
- Coordinated event setup, logistics, and on-site operations.
- Welcomed visitors and provided information about exhibitions and activities.
- Supported exhibitors and ensured smooth communication during events.
- Helped manage crowd flow and maintained a professional event environment.

SKILLS

- Classroom Management & Student Engagement
- Lesson Planning & Curriculum Development
- Mathematics Instruction & Analytical Thinking
- French Language Teaching & Communication Skills
- Computer Science Teaching (MS Office, Basic Programming)
- IT Support & Technical Troubleshooting
- Hardware & Software Installation and Maintenance
- Network Basics & System Support
- Educational Technology Integration (E-learning Platforms, Smart Boards)

- Student Assessment & Performance Evaluation
- Customer Service & Front Desk Operations
- Appointment Scheduling & Calendar Management
- Administrative Support & Office Coordination
- Data Entry & Document Control
- Sales & Negotiation Skills
- Client Relationship Management (CRM Systems)
- Upselling & Cross-Selling Techniques
- Problem-Solving & Conflict Resolution
- Time Management & Multitasking
- Teamwork & Cross-Functional Collaboration

LANGUAGES

- Arabic: Native language
- English: Advanced
- French: Advanced