

Mohammed Sadeq Mohsin Karamah

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Education

LaSalle College Jakarta

Digital Media Design

Apr 2014 - Mar 2017

MATS University

Bachelor of Business Management (BBA)

Feb 2021 - Current

Experience

IT Assistant | Islands Auto & Heavy Equipment Spare Parts Trading

Feb 2025 - May 2025

- Supported routine backups, software updates, and system diagnostics to prevent downtime and ensure data integrity.
- Maintained up-to-date records on vehicle inventory, registration, insurance, and service history using tracking systems or fleet management software.
- Collaborated with workshop and logistics teams to streamline operations and minimize delays.
- Provided technical support to staff across departments, resolving hardware, software, and network issues to ensure smooth daily operations.
- Developed and managed an organizational structure that allowed for effective resource allocation and delegation of tasks.
- Ensured compliance with health, safety, and operational standards during vehicle handling and storage.
- Supported onboarding processes by preparing documentation, conducting orientations, and coordinating training schedules for new hires

Operations Specialist | Cactus Group

Jan 2021 - April 2024

- Participated in planning sessions for IT projects, contributing technical expertise to ensure successful project outcomes.
- Maintained up-to-date knowledge of industry regulations, ensuring compliance with labelling requirements in all package designs produced.
- Enhanced user experience with thorough troubleshooting and resolution of hardware and software problems.
- Implemented successful training programs, enhancing employee skills and productivity levels across the organization.
- Managed the successful deployment of a new enterprise resource planning (ERP) system.
- Developed and managed an organizational structure that allowed for effective resource allocation and delegation of tasks.
- Provided administrative support to management, resulting in improved efficiency in daily operations.
- Worked on the CEO & Team, contributing to the planning, design, and Implementing Zoho applications.

Operations Coordinator | Bronze Trading Indonesia

Feb 2017 - Oct 2020

- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities, and communicate instructions.
- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.
- Volunteered to help with special projects of varying degrees of complexity.
- Developed and managed an organizational structure that allowed for effective resource allocation and delegation of tasks.
- Operated office equipment such as printers, copiers, fax machines and scanners, ensuring smooth operation of office operations.

Operation Hall Manager | Al Derah Restaurant

Aug 2015 - Nov 2016

- Prepared accurate reports and documents as per the office manager's requirements.
- Adhered to store policies, reducing errors and enhancing customer service.
- Collaborated with project managers to optimize costs and resources.
- Implemented standard operating procedures (SOPs) to improve operational efficiency.
- Maintained inventory of supplies and equipment, ensuring timely replenishment.

Projects

TV Signage Production

- Designed product packaging box, ensuring functionality and visual appeal aligned with brand standards.
- Translated TV manual into Arabic with accuracy and cultural relevance for seamless user understanding.
- Facilitated communication between client and manufacturer, overseeing the project from initiation to successful completion.

Smile On

- Created a distinctive and impactful brand logo that reflects the company's identity and values.
- Designed a professional company profile, effectively showcasing the organization's vision, mission, and offerings.

POS System

- Designed and developed a visually appealing packaging and product functionality.
- Managed project files for collaboration and tracking changes.

Website Designs

- www.islandsauto.ae
- www.cactusme.org
- www.globalte.org

Certification

- Digital Media Design Diploma
- Al Khawarizmi Institute (Windows, Word, Excel, Powerpoint)
- Tech Consultant
- LPIA (Web Design, Graphic Design, AutoCad)
- Delftx Global Housing Design

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Skills and Interests

Active listening, Communication, Computer, Management, Problem-solving, Time management, Data analyst, CRM, HRM.

Relevant Coursework

ERP System, Database Management System, Artificial Intelligence, Natural Language, UI Design, Photoshop, Illustrator, InDesign, Web Design, PhotoShoot, Video Editing, Canva.

Positions of Responsibility

LaSalle College Jakarta

Organized events to promote entrepreneurship, facilitated patenting of student ideas.

Languages

Arabic, English & Indonesian