



MOHAMMED DJABRIL FACI

ADMIN OFFICER
ADMIN ASSISTANT

SUMMARY

A highly adaptable and detail-oriented professional with a diverse background in administration, coordination, and customer support. I excel at streamlining operations and fostering communication across teams in industries ranging from decor to telecommunications. Passionate about bringing organization and efficiency to any role.

Experience

Admin coordinator

JUL 2025 – NOV 2025

DECOR COMPANY ,DOHA,QATAR.

- Coordinate schedules, meetings, and appointments for management and teams.
- Prepare administrative reports, documents, and presentations.
- Maintain organized filing systems for contracts, invoices, and project documents.
- Coordinate between departments such as design, sales, procurement, and site teams.
- Update project records, client databases, and inventory information.
- Support HR tasks including attendance tracking, employee records, and onboarding documents.
- Ensure compliance with company policies and Qatar business regulations.

Admin assistant

MAY 2024 – MAY 2025

ALGERIA POST ,MOSTAGANEM, ALGERIA.

- *Provide administrative support to daily postal office operations.*
- *Receive and assist customers with postal, financial, and administrative inquiries.*
- *Handle incoming and outgoing correspondence, documents, and mail.*
- *Manage customer records, files, and official documentation accurately.*

Digital marketer assistant

NOV 2023 – MAR 2024

ALGERIA TELECOM MOSTAGANEM, ALGERIA.

- *Assist in the execution of digital marketing campaigns across social media platforms and online channels.*
- *Support content creation for social media posts, promotional materials, and digital advertisements.*
- *Monitor and respond to customer inquiries and comments on digital platforms in coordination with the customer service team.*

Office assistant

OCT 2021 – SEP 2022

MUNICIPALITY OF SL MOSTAGANEM, ALGERIA .

- Receive, register, and distribute official correspondence and documents.
- Maintain accurate records, files, and municipal databases.
- Support preparation of administrative reports, letters, and official documents.
- Schedule appointments and assist in coordinating meetings.
- Answer phone calls and direct inquiries to the appropriate departments.

Contact



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Address
Doha, Qatar

Education

Master's of strategic Management

2022 – 2024

Abdelhamid Ben Badis University
mostaganem, Algeria.

Bachelor of Business Management

2019 – 2022

Abdelhamid Ben Badis University
mostaganem, Algeria.

Skills

- Office Administration
- Document Control & Filing
- Record Management
- Scheduling & Coordination
- Meeting & Report Preparation
- Professional Front Desk Management
- Microsoft Office (Word, Excel, Outlook)
- Email & Office Systems
- CRM / Database Systems (Basic)

Languages

- **Arabic:** Native
- **English:** Intermediate
- **French:** Intermediate