Bilal Hindi
Web Administrator & Administrative Assistant
Tripoli, Lebanon
Phone: +961-70185125
Email: Bilalhindi7@gmail.com
LinkedIn: linkedin.com/in/bilal-hindi

Professional Summary

Experienced **Web Administrator** and **SEO Specialist** with a solid background in website testing, CMS management, and search engine optimization. Skilled in managing web content, performing quality assurance, and collaborating with technical teams to ensure optimal functionality and visibility. Possess strong administrative capabilities, including managerial reporting, KPI monitoring, and internal coordination. Also experienced in event planning and professional communication. Beginner-level knowledge of **Laravel**, and **React** and **Next.js**. Equipped with foundational **networking skills** and committed to continuous learning to deliver efficient, scalable, and user-friendly solutions.

Professional Experience

Web Administrator & Administrative Assistant

Gocami.com, Tripoli, Lebanon
2019 – Present

- Managed and finalized all website-related tasks including CMS updates, content uploads, testing, and performance optimization to ensure smooth and engaging user experiences.
- Collaborated closely with developers to define and communicate system requirements for new features, workflows, and improvements.
- Provided administrative support to the manager, including preparing KPI reports, assisting in decision-making, and organizing internal operations.
- Contributed to planning and coordinating exhibition participation, including logistics, reservations, and promotional materials.
- Handled internal and external communications, including business email correspondence and coordination with partners and service providers.
- Executed on-page SEO strategies such as metadata optimization, internal linking, and keyword placement to enhance site visibility and ranking.
- Performed quality assurance testing, resolved technical issues, and ensured alignment between front-end and back-end development.

Quality Assurance & Project Manager Assistant

Codendot Company, Tripoli, Lebanon
2018 – 2019

- Assisted project managers in monitoring timelines, maintaining quality standards, and aligning deliverables with SEO goals.
- Reviewed and tested website structure and user experience for improvements.
- Participated in cross-team collaboration to refine SEO-friendly design strategies.

Web, Mobile Application, and System Tester

Codendot Company, Tripoli, Lebanon
2016 – 2017

- Conducted end-to-end testing for web and mobile apps, ensuring functionality, compatibility, and performance.
- Provided detailed feedback to development teams and suggested usability and SEO enhancements.

Software Tester

Smart Care Company, Tripoli, Lebanon
2015 – 2016

- Executed structured test cases and protocols across multiple software platforms.
- Collaborated with developers to report bugs and propose enhancements for better system reliability and usability.

Education

Bachelor's Degree in Management Information Systems
Lebanese International University, Tripoli Campus
October 2013 – June 2017

BT3 in Information and Accounting
Saint-Elie High School

Skills

Web Administration & CMS

- WordPress, Magento, CMS Data Entry

- Website Testing & Quality Assurance

- Content Management & Maintenance

SEO Optimization

- On-page SEO (keywords, metadata, internal linking)

- Technical SEO & Page Speed Optimization

- Google Search Console & Analytics

Development Skills

- **Laravel** (Basic CRUD, routing, blade templating)

- **MySQL** (Database management, queries, joins)

- **React / Next.js** (Beginner level – building components, basic routing)

- API Integration (Basic experience with REST APIs)

Soft Skills

- Problem Solving, Communication, Teamwork, Organization

Tools & Technologies

- Git, Chrome DevTools, VS Code, Postman, Tableau, Magento, Shopify, Wordpress, PHPmyadmin.

Training & Achievements

- Participated in E-Technology Day at LIU University (Twice)
- SEO Optimization for Increased Site Visibility
- CMS, WordPress, and Magento Data Entry & Testing Expertise

References

Available upon request.