



Mahamolia Daud

📍 Davao City, Philippines

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PROFILE

A highly organized and detail-oriented professional with over 9 years of experience providing thorough and skillful administrative, customer support, Social Media Management, Facebook Ads, SEO, Wordpress and Digital Marketing.

SKILLS

- Digital Marketing
- Copywriting
- Building website

TRAININGS

- Social Media Management
- Facebook Ads Marketing
- SEO-on page and off page
- Wordpress /Website building
- Bookkeeping
- Shopify
- Copywriting
- Adobe Illustrator and Adobe Character
- Canva

WORK EXPERIENCE

JIM'S GROUP AUSTRALIA

FEBRUARY 2023 - JUNE 2024

SEO COORDINATOR

- On-page
- Off page (web 2.0, Citations, Guest posting, email outreach)
- Technical SEO
- Keyword Research
- Google My Business
- SEO Content writing /Blogs Creation
- Knowledge in Wordpress, elementor, Divi, Bakery, Joomla
- SEMrush, GA,GSC

DIGI MARKETING OPTIMIZER

MARCH2020 - MARCH2023

Digital Marketer

- SEO Website audit
- On-page
- Off page (web 2.0, Citations, Guest posting, email outreach)
- Technical SEO
- Keyword Research
- Google My Business
- SEO Content writing /Blogs Creation
- Build website using Elementor, Joomla, DIVI, WPbakery
- Social Media Management
- SEMrush, GA,GSC, keyword planner
- Email Marketing - Mailchimp tool
- Facebook Ads audit
- Create FB Ads
- Google Ads

VIRTUAL ASSISTANT /CSR FROM DIFFERENT COMPANIES

MAY 2008 -2018

EDUCATION HISTORY

OUR LADY OF FATIMA ACADEMY

March 1999

Fatima Street, Jacinto, Davao City

Ateneo de Davao University

March 2004

Bachelor of Science in Administration
Major in Marketing