

Has over 10 years of experience working as Data Entry and word processing professional, providing exceptional administrative services. Possess strong computer skills and well-versed in a variety of data storage programs.

PERSONAL DATA

Nationality : Egyptian
Gender : Male
Residence : Ain Shams, Cairo

EDUCATION

: Management Information Systems, Higher Institute of Qualitative Studies, 2010

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Dec. 2018 till now
Employer : Specialized Air Hospital, Cairo
Job title : Data Entry
Job Description :

- Recommend ways to improve efficiency and organization.
- Search and retrieve organizational data from electronic database.
- Provide executives with data for presentations.

Dates : From Aug. 2016 till Sep. 2018
Employer : Korean Petroleum Company GS, Cairo
Job title : Data Entry
Job Description :

- Answered customer inquiries regarding past payments and accounts.
- Assisted other administrative professionals with basic office tasks.
- Compiled information from vendors and superiors.
- Provided executives with data for presentations.
- Searched and retrieved organizational data from electronic database.
- Spoke with clients regarding delinquent accounts.

- Submitted information to accounting and finance departments.

Dates : From Apr. 2015 till Feb. 2016
Employer : Mobily, Cairo
Job title : Data Entry
Job Description :

- Utilized a variety of data entry and word processing programs.
- Typed important company documents.
- Trained entry-level data processors.
- Submitted information to accounting and finance departments.
- Spoke with clients regarding delinquent accounts.
- Searched and retrieved organizational data from electronic database.

Dates : From Feb. 2011 till Jun. 2015
Employer : Information Technology Company, Cairo
Job title : Data Entry
Job Description :

- Handled high-sensitive data on a regular basis.
- Informed superiors of important developments and observations.
- Kept track of office suppliers.