

Curriculum Vitae

Personal Information:

- **Name:** Abdullah Omar Abdel Rahim Hammam
 - **Nationality:** Egyptian
 - **Email:** abdoomar2200@gmail.com
 - **Phone Number:** 01141870936
 - **Location:** Giza / Egypt
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Education:

- **Bachelor's Degree in Social Work**
Helwan University – Egypt
Graduation Year: 2022
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Work Experience:

- **Data Entry and Administrative Assistant**
180 Degrees Institute – Saudi Arabia (Remote)
From: [Start Year] To: [End Year or Present]
 - Managed student records and organized data files efficiently.
 - Performed various administrative tasks to support daily operations.
 - Successfully coordinated with the remote team based in Saudi Arabia.
 - Contributed to improving work templates and enhancing administrative performance.
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Skills:

- Proficient in computer use and Microsoft Office programs (Word – Excel – PowerPoint).
 - Strong experience in data management systems.
 - Excellent organizational and administrative skills.
 - Ability to work remotely and collaborate effectively with international teams.
 - Good command of the English language.
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Languages:

- Arabic: Native
 - English: Good (Reading – Writing – Speaking)
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