

# KHALED ABD EL-BARY TAMIMI

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Data Coordinator with experience in document and documentation management and willing to provide . I have strong organizational and technical skills , I am able to ensure the accuracy and confidentiality of data and work efficiently in a fast-paced work environment.

Seeking a job in a challenging environment to increase my knowledge, experience and skills.

Looking for both; personal and professional growth makes me work confidentially under stress .

## EXPERIENCE

### Saber Al-Jazeera Company for Safety and Civil Defense Equipment .

- Responsible for drawing up safety plans on AutoCAD.
- Make a quote for a safety plan or bill of quantities.
- Organizing and classifying documents using document management systems and uploading them to the company's website.
- Communicate with representatives and clients and achieve the desired goal and target for the business.

### Data Coordinator for the ANB Project in Jeddah . (10/2024- 03/2025 )

- Data entry was bank accounts, Target 2000 accounts per day, correcting all errors caused by the work crew (QC).

### Data Entry and Coordination at Hassan Allam Company (DC) . (4/2020– 6/2024)

- I mastered the task of entering and formatting data, files, and records with high speed and accuracy while working. I also created and updated databases and supervised their content to ensure organization and quality. Archiving and organizing records to ensure easy retrieval of information when needed. I also prepared files and statistics to collect data in a coordinated and integrated manner. I also submitted reports to management on a timely basis.
- Time management and document classification.
- Time management and punctuality.
- Ability to accurately convey information and handle inquiries.

## EDUCATION

### BACHELOR DEGREE IN AGRICULTURAL ENGINEERING, ZAGAZIG UNIVERSITY

Graduated (2021-2022)

## **SKILLS**

- Team management .
- Decision making .
- Analysis .
- Innovation and creativity .
- Proficiency in document management software such as Document and archiving
- High skills in using office programs such as (Word, Excel ) .

## **ACTIVITIES & COURSES**

- Basics of food quality and safety.
- Basics of Hazard Analysis and Critical Control Points (HACCP).
- Virtual Employability Skills Track.
- ISO 2018-22000.
- Human resources management (HR).
- Microsoft office.
- Document Control and Data Management Course.