

AHMED FATHI

Data Entry

E 966556753340 □ ahmedfathimu@gmail.com q ahmed fathi -LINK □ SA-riyadh



EXPERIENCE

data entry

SAMAYA INVEST

📅 2024/2 - 2025/1

- Entering information from various sources (paper or electronic) into databases or computer systems
- Classifying and organizing data in a way that makes it easy to access and use
- Review data to ensure accuracy and completeness
- To deal with technical or software errors that may affect the accuracy of the data

Administrative Assistant

SURE OFFIC

📅 2020/1-2022-1

- Cooperating with the manager and providing the necessary support
- Building relationships and continuous communication with customers
- Monitor work progress and deal with problems
- Preparing clear work plans (daily/weekly/monthly) and submitting them to the company's management

supervisor

Capital

📅 01/2019 12/2019

- Distribute tasks to the work team and help manage the schedule
- Develop business implementation plans
- Submitting reports to management on the implementation and completion stages according to timetables
- Work management and supervision of workers

SUMMARY

I specialize in data entry and office operations management with experience in dealing with modern systems and various computer programs. I have excellent organizational skills and a high ability to work under pressure to ensure data accuracy and speed of completion. Distinguished in providing professional reception services, good dealing with clients and colleagues, while ensuring a good work environment

LANGUAGES

english

Intermediate



arabic

Native



Courses

Articulate 360: Interactive Learning

Becoming a Manager Your Team Loves

management assets

Excel: VLOOKUP and XLOOKUP for Beginners

Microsoft Word Workshops

Microsoft word

Production Management Foundations

Excel Essential Training (Microsoft 365)

ICDL Training

Operations Management Foundations

Leading In Every Direction

INTERESTS

Coordination

Data entry

Administrative support

reception

EDUCATION

Diploma in Business

Administration