

Zolfa Elamein

Languages: Arabic | English

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Data Entry Clerk

Professional Summary

Detail-oriented and highly organized Data Entry Clerk with +10 years of experience in strong typing speed and accuracy. Skilled in data management, database systems, and Microsoft Office. Able to handle large volumes of information while maintaining confidentiality and precision. Excellent communication, leadership, and team-building skills, with a track record of successful project management and driving business growth through data insights.

Technical Skills:

- Microsoft Excel (VLOOKUP, Pivot Tables, Power Query)
- Microsoft Office
- Google Sheets
- ERP System
- Database Management (SQL)
- Data Analysis (Excel, R)
- Database Visualization (Power BI)

Soft Skills:

- Leadership
- Project Management
- Strategic Planning
- Team Collaboration
- Communication

Work Experience

Data Entry Clerk, *National Information Center, Khartoum-Sudan*

2017/01 – 2025/07

- Entered and updated data into company databases with 99% accuracy.
- Reviewed and verified data for errors and inconsistencies.
- Analyzed and interpreted large datasets using Excel, R, and SQL.
- Generated dashboards and reports using Excel and Power BI to provide insights and recommendations to stakeholders.
- Collected, Entered and analyzed geographic and spatial data and create geographic maps using QGIS and ArcGIS programs.

Administrative Assistant and Data Entry Clerk, *Saqyah Alkaier International, Khartoum- Sudan*

2021/09 - 2023/03

- Assisted in data entry and updating company databases.
- Managed office correspondence and phone communications.
- Scheduled meetings and maintained executive calendars.
- Prepared reports, presentations, and official documents.

- Entered and updated data into company databases with 99% accuracy.
- Reviewed and verified data for errors and inconsistencies.
- Analyzed data using statistical software (SPSS) to identify trends, patterns, and insights.
- Prepared comprehensive reports summarizing research findings and Present findings to stakeholder.
- Monitored and forecast marketing and sales trends.
- Developed research methodologies and strategies.

Projects

- **Poverty in Sudan** (Data Collection and Data entry).
- **Market study for Indomie product** (Data collection- Data entry- Data Analysis) .
- **Government Revenues Inventory** (Data collection and analysis- Create maps from geographic data).
- **Population Census** (Data Collection Trainer and data Analysis).

Courses

- PMP (2018)
- E-Government, Software Application (2019)
- QGIS Software (2018)

Education

BSc (Hons) in Statistics, Faculty of Mathematical Sciences and Informatics
University of Khartoum

(2007 - 2012)
Khartoum, Sudan