



Mostafa Ahmed said khalil

Email deshamostfa590@gmail.com Phone 0585448318

Skills

- Excellent typing speed and accuracy
- Strong attention to detail and ability to spot errors
- Organizational and time management skills
- Team work
- Microsoft Office Suite
- Database Management
- Problem Solving
- Communication Skills

Languages

Arabic



English



SUMMARY

Dedicated and detail-oriented professional seeking a Data Entry position where I can utilize my accuracy and efficiency in entering and managing data to contribute to the smooth functioning of the organization.

Work Experience

El dawlia company for instructions |
Cairo Egypt

Data Entry Clerk | Mar.2016 - Mar.2023

- Accurately input large volumes of data into company databases and systems.
- Perform regular data quality checks to ensure accuracy and completeness.
- Collaborate with team members to resolve any discrepancies or errors in the data.
- Utilize [specific software/tools] for efficient data entry and management.
- Maintain confidentiality and handle sensitive information with discretion.
I was working as a private teacher for a special needs children association for a year
Worked in Hostel chain (United Arab Emirates) Dubai Abu Dhabi - Business Administration

Education

The high institute of social services |
Cairo Egypt

, Bachelor's degree in social services | Sep.2012 -
Jun.2016