

AHMED HALL FARHAN DAWOOTH

DATA ENTRY OPERATOR

✉ alfarhan321@gmail.com

☎ +971 562409783

📍 Al Rigga, Deira, Dubai

📅 October 1st, 1995

🇱🇰 Sri lankan

📞 +94770345246

👤 Male



PROFILE

Motivated Data Entry Operator with a passion for precision and a keen eye for detail. Looking for an opportunity to apply my expertise in data entry, strong organizational skills, and commitment to maintaining data accuracy in a fast-paced and collaborative work environment. Eager to contribute to the smooth flow of information and enhance overall data quality.

PROFESSIONAL EXPERIENCE

February 2022 –
October 2023
Sri Lanka

Rice Producer's Co-operative Society Ltd, Data Entry Operator

Responsible for a data collection and input from rice mills, emails, answering phone calls, performing research, compiling data. Maintain files to keep track of important documents, manage and maintain IT Equipment like PC, Printers, Fax & Scanners as required.

May 2020 –
January 2022
Qatar

Al Hira Printing Materials LLC, Data Entry Operator

- Gathering, collating, and preparing documents, materials, and information for data entry.
- Conducting research to obtain information for incomplete documents and materials.
- Creating digital documents from paper or dictation and more.

January 2019 –
April 2020
Sri Lanka

MILM Law Associates Pvt Ltd,

Management Assistant cum Data Entry Operator

Responsible for preparing documents needed for legal purposes like business agreements and deeds, Answer calls from clients and delivering messages while also using basic office equipment like Printers & scanners. The position is crucial to the smooth daily function of the office. Maintain files to keep track of important documents, manage supply inventory and perform data entry as required.

January 2017 –
December 2018
Sri Lanka

Ministry of Health of Sri Lanka, Data Entry Operator
Responsible for a project data collection and input from regional hospital and MOH area offices, emails, answering phone calls, performing research and create presentations for review meetings, compiling data. Maintain files to keep track of important documents, manage and maintain IT Equipment like PC, Printers, Fax & Scanners as required.

LANGUAGES

| | | | |
|---------|-------|---------|--------|
| English | Tamil | Sinhala | Korean |
|---------|-------|---------|--------|

SKILLS

Microsoft Excel • Google Sheets • Microsoft Access

Typing (Touch Typing and Keyboard typing.) • Attention to Detail • Multitasking

Team Work • Leadership • Problem solving

INTERESTS

PC Repairing • Photography • Gaming

CERTIFICATES

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|---|--|---|
| • Diploma in Information Technology with e-Commerce | • Certificate in Windows Network Engineering | • Diploma in Graphic Designing with Photography |
| • Certificate in Youth Leadership Development Program | | |

ORGANIZATIONS

| | |
|-------------------|--|
| Eravur, Sri Lanka | Divisional Secretariat of Eravur Town, Covid-19 Volunteer |
| Sri Lanka | The Leaders (NGO), Secretary |