Hassan farag mahmoud

Abu Dhabi, UAE   **+971528752898**   **Nationality: Egypt**

Gmail : ozilcr046@gmail.com   E-mail : hsanfarg@yahoo.com

Subject :- Data Entry

Career objective

enhancing my skills and experiences by working with a good organization which encourages continuous education and development through which I can interact and work with high efficiency in a good dynamic environment and a distinguished work team to work seriously and collectively Wood and mutual respect between the team and the organization as a whole in order to benefit the company and to prove myself and I increase my competence and experiences The process in my career.

Practical experiences

➢ **team leader of the data entry at Manuel Hypermarket (Odoo System)**

Responsible for the data entry team and following up on the work movement. We all work in a team spirit and strive to develop the work and innovate the best ways to facilitate the work movement and continuous development.

➢ **Data entry at Manuel Hypermarket (Odoo System)**

Enter all product data contained in the Odoo program, such as the product name, product image, price, and quantity. There are also other screens for accounts, and all incoming invoice data must be entered in order for it to appear in the accounts section and be reviewed. There is also a warehouse screen to know the balances and shortages through which orders are made

➢ **Inventory Controller at NOVOCHEM Construction Chemicals**

Monitoring inventory and workers to match the system with the actual product on the ground and maintaining the balance in raw materials and products so that there are no defects in the warehouses and disruption of work.

➢ **Data Entry at NOVOCHEM Construction Chemicals**

- **Disbursing batch raw materials for manufacturing** : This is called initial disbursement until the completion of manufacturing, and work is done on the patch after manufacturing.

1. **Add to the sales screen (Excel)** : This is the Excel according to the quantity that was manufactured

2. **Addition to the system** : This addition is by weight and is well concentrated if the product weight in kilograms or liters, depending on manufacturing.

3. **Disbursement of batch raw materials** : This is done after the batch has finished manufacturing and is carefully reviewed. This patch often involves modifying a raw material, adding a raw material weight, or decreasing the raw material weight.

- **Disbursing a finished product for sale** : The finished product is dispensed according to the received permission, and the deduction is made from the sales screen (Excel), and the disbursement is made from the system after ensuring the availability of the necessary quantity on the sales screen and the system screen. If it is not available, review the patches under manufacturing

- **Paying patches through Excel** :

- **Complete product dispensing** :

- **Laboratory screen (approval sheet)** : This is a screen of raw materials coming from suppliers, and the raw material is added with all its data

- **Reports screen** : The reports must be reviewed daily, the reports must be reviewed, and the products and materials matched on a daily basis

- **Product balances screen** : Follow the products screen on a daily basis and follow up and review the balances on an ongoing basis until the work is progressing correctly.

➢ **Inspection Officer at Top Egypt at water treatment and purification**

A question of examining and testing the water by using the company's testing device. This is done by visiting the customer's home and performing the test in the presence of the customer in coordination with him at a prior appointment.
After performing the test, the customer will be contacted directly by phone after the examination is conducted

Personal skills

- Experience in the computer field
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience working on the (Odoo) accounting program

- I have experience in office work
- Print an Excel sheet, a Word report, or any printing command
- Formatting documents and archiving documents on the computer
- Formatting documents, create an archive, and create a file for each department, each client
- Passion for learning, continuous updating and career advancement
- Discipline and adherence to work deadlines
- Discipline and adherence to the labor laws of the company or institution
- Full respect for the company's privacy in all its standards

Education

- Graduate of the Computer Institute – IT Technician, July 2013
- High school graduate, industrial technician, Department of Decoration, Advertising and Coordination, August 2004

Training courses

- ICDL course
- English course. still studying

Languages

- Arabic is the primary language
- English (Intermediate)

Personal details

Visa status : Residence visa   **marital status :** Single   **Date of birth :** 08 / 09 / 1987

https://www.linkedin.com/in/hassan-farag-7aa843158/