

# Mohamed Darwish *Data Entry*

✉ mohameddarwieesh500@gmail.com ☎ 0507202183

📍 Ajman/United Arab Emirates 🗓 1st May 2000 🇪🇬 Egyptian 🛡 Ended

👤 Single 🧑 Male



## Professional Experience

**Data Entry** May 2023 – July 2024 | Egypt

*Al Fath Pharmaceutical Company*

Input, update, and maintain accurate data in the company's systems and databases.  
Verify the accuracy of data before entering it into the system.  
Review data for errors, missing information, or inconsistencies, and resolve discrepancies.  
Generate reports and summaries based on the entered data as required by management.  
Ensure the confidentiality and security of sensitive data.  
Collaborate with team members to improve data processes and efficiency.

**Cashier** March 2022 – April 2023 | Kafr Elsheikh, Egypt

*Chicker's Restaurant*

Efficiently handled cash, card, and digital payments, ensuring accuracy in all transactions.  
Provided excellent customer service by answering inquiries and resolving any billing issues.  
Managed daily sales reports, balancing the cash drawer and reconciling discrepancies.  
Processed orders swiftly to maintain a smooth workflow, ensuring timely service for guests.  
Collaborated with team members to deliver a seamless dining experience.

**Computer Science Teacher** September 2020 – May 2022

*Kafr Elsheikh Modern School*

Kafr Elsheikh, Egypt

Develop and implement engaging lesson plans for computer science courses, including programming, software applications, and information technology.  
Teach students the fundamentals of computer science, including coding languages, algorithms, and data structures.  
Assess student progress through assignments, projects, and exams, providing constructive feedback to help them improve.  
Create a positive learning environment that encourages student participation and collaboration.

**Accountant** August 2018 – March 2020

*Al Shrouk Packing Company*

Kafr Elsheikh, Egypt

Managed daily financial transactions, including invoicing, payments, and reconciliations.  
Prepared accurate financial statements, balance sheets, and monthly reports.  
Ensured compliance with tax regulations and assisted in the preparation of tax returns.  
Collaborated with auditors and provided detailed financial data for audits.  
Supported budgeting and financial forecasting processes.  
Managed accounts payable/receivable and improved cash flow management.

## Education

**Bachelor of Quality Education, Department of Technology** September 2018 – May 2022

*Faculty of Quality Education/ Kafr Elsheikh University*

Kafr Elsheikh, Egypt

Studied educational quality standards and the integration of technology in learning.  
Gained skills in modern teaching methodologies and educational technology.  
Developed expertise in curriculum design and innovative classroom management.  
Prepared to enhance educational quality and effectively apply technology in educational environments.

## Skills

Communication • Problem Solving • Teamwork • Time Management • Attention to Detail

## Languages

Arabic



English



## Courses

### Computer Materials

*British Institute*

IT Access & p.point & Internet & Word & Excel

February 2022 – June 2022

Kafr Elsheikh, Egypt

### Programming

*Createivo*

Programming (mysql & php & javascrip & css & html5)

October 2021 – May 2022 | Elmanoura, Egypt