

Mohamed Darwish

Data Entry

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📍 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 February 2022 – June 2022
British Institute Kafr Elsheikh, Egypt
IT Access&p.point&Internet&Word&Excel

Programming October 2021 – May 2022 | Elmanoura, Egypt
Createivo
Programming (mysql&php&javascrrip&css&html5)