

# Mohaned Ibrahim Mohamed Hasbelkarim

## Data Entry Operator

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📍 UAE, Dubai

📅 1997/11/20

🏴 Sudanese

### Profile

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Data Entry Operator with 1+ years of Possesses excellent numerical accuracy and communication skills, as well as ability to work independently and adhere to deadlines.

### Professional Experience

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| 2022/01 – 2023/01<br>Khartoum, Sudan | <b>Data Entry Operator</b><br><i>Tirhal</i><br>Possessed 1+ years of experience in data entry and administrative duties.<br>Demonstrated proficiency in Microsoft office, especially Excel spreadsheet.<br>Utilized data Entry skills to accurately enter and maintain large volumes of customer information into databases. |
| 2020/02 – 2020/07<br>Khartoum, Sudan | <b>IT Trainee</b><br><i>Pepsi (araak)</i><br>Troubleshooting technical issues.<br><br>Diagnosing and repairing faults.<br><br>Resolving network issues.<br><br>Installing and configuring hardware and software<br><br>Hardening the Operating system and Networks   |
| 2020/12 – 2021/01<br>Khartoum, Sudan | <b>faisal islamic bank</b><br><i>Accountant Trainee</i><br>Handle Income Tax related assignments<br>Handle Tax & Statutory Audits<br>Legal documentation, agreements<br>Internal/ Process/ Operations Reviews & Audits of large scale companies  |
| 2021/02 – 2021/12<br>Khartoum, Sudan | <b>IT Internship</b><br><i>The Ministry of Agriculture's and Animal Wealth &amp; Irrigation</i><br>Troubleshooting technical issues.<br>Diagnosing and repairing faults.<br>Resolving network issues.<br>Installing and configuring hardware and software<br>Hardening the Operating system and Networks                     |

### Education

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| 2016/01 – 2022/09<br>Khartoum, Sudan | <b>Information Technology</b><br><i>University of Science and Applied Studies</i> ☑ |
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**Skills**

|                                |           |   |           |
|--------------------------------|-----------|---|-----------|
| Proficient in Microsoft Office | ● ● ● ● ● | Ability to effectively learn and acquire new knowledge and skills | ● ● ● ● ● |
| Team work                      | ● ● ● ● ● |   |           |
| Communication skills           | ● ● ● ● ● | Outbound/inbound calling  | ● ● ● ● ● |

**Languages**

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| • English | • Arabic |
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