



# Ramy Mahmoud Ali Ibrahim

Data Entry Clerk

## Profile

Data Entry Clerk with extensive experience in accurately managing and inputting large volumes of data. Possesses a strong attention to detail and proficiency in data verification, correction, and reporting. Skilled in using various data entry and office software to streamline processes and enhance efficiency. Demonstrates excellent organizational and time management skills, with the ability to handle multiple tasks and meet tight deadlines. Known for maintaining confidentiality and ensuring data integrity in fast-paced environments. Adept at problem-solving and committed to delivering high-quality administrative support.

## Personal details

✉ ramymahmoud5454@gmail.com

☎ +20 122 236 3841

🏠 Ismailia, Egypt

👤 Married

➤ Military Status: Exempted

## Education

**Bachelor of Commerce**  
**2006**

Suez Canal University  
**Overall Degree:** Good

## Skills

### Career Skills:

- Excellent Communication Skills
- Cooperation and Teamwork
- Data Management
- Organizational Skills
- Time Management
- Problem-Solving
- Rapid Adaptation
- Integrity
- Work Discipline
- Commitment to Improvement

### Computer Skills:

- MS Word
- MS Excel
- MS Access

## Languages

Arabic: Native

English: Very Good

## Work Experience

### Data Entry Clerk

2007 - 2011

#### Responsibilities:

- Inputting and managing large volumes of data with accuracy and efficiency.
- Performing data verification and correction to ensure data integrity.
- Generating reports and summaries based on data analysis.
- Assisting in organizing and maintaining data files and records.

### Sales Representative

2012 - 2015

Bank Misr

#### Responsibilities:

- Promoting and selling banking products and services to clients.
- Providing personalized financial advice and solutions to meet customer needs.
- Developing and maintaining relationships with clients to foster trust and loyalty.

### Sales Representative

2015 - 2019

Etisalat Egypt

#### Responsibilities:

- Marketing and selling telecommunications products and services to individual and business clients.
- Delivering exceptional customer service and support, addressing inquiries and resolving issues.
- Conducting presentations and demonstrations of products and services to prospective customers.

### Owner

2019 - Present

Clothing Store

#### Responsibilities:

- Managing all aspects of store operations including inventory management, purchasing, and sales.
- Providing excellent customer service and handling customer inquiries and complaints.
- Overseeing financial management, including budgeting, accounting, and reporting.

## Courses

**English Course (Completed up to Level 8, with a focus on advanced language skills and advanced conversational proficiency)**

British Language Institute

### ICDL Course

Armed Forces Language Institute