

Salah Ibrahim

Data Entry

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CAREER SUMMARY

Highly motivated Data Entry professional with 3 years of experience seeking a position that offers growth opportunities. Highly motivated and eager to learn new skills and contribute to a team-oriented environment. Possesses strong computer proficiency and a commitment to data accuracy. I hope to be part of your team to provide the best I have and gain more experience.

WORK EXPERIENCE

Data Entry | November 11, 2021 - February 1, 2023

Zbarqan Company | Sudan

Responsibilities:

- Entered data into a computer system.
- Verified the accuracy of data.
- Corrected errors and inconsistencies.
- Organized and maintained data files.

Account Manager | January 3, 2021 - October 25, 2021

Delak Pizza Restaurant | Sudan

Responsibilities:

- Managed customer accounts and orders.
- Provided excellent customer service.
- Handled customer complaints and inquiries.
- Processed payments and refunds.
- Maintained accurate records and reports.

EDUCATION

Bachelor of high nursing | 2023

COURSES

Computer Course

English Course (level 6) | ECC Institute

SKILLS

Hard Skills

- Fast Typing Speed and Accuracy.
- Attention to Detail.
- Data Classification Skills.
- Understanding how to Back up and Recover data.
- Aware of Data Security.
- Data Mining Skills.

Soft Skills

- Organization.
- Time Management.
- Active Listening.
- Problem Solving Skills.
- Teamwork.
- Stress Management.
- Positive Attitude.

Software Skills

- Microsoft Office programs:
 - Excel
 - PowerPoint
 - Word
- Windows 10
- Internet

Language Skills

- Arabic (Native)
- English (Advanced)