

SAMI ALRIFAIE

Typist & Data Entry

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Fujairah, UAE



EXPERIENCE

Computer Science Teacher

Ministry of Education

- 09/2000 - 03/2003 Daraa, Syria
- Ministry of Education, Daraa, Syria.

Data Entry & Typist

Doctor Computer Centre

- 02/2022 - 05/2022 Kuwait
- Which of your achievements match the job you're applying to?

Data Entry Operator

Al Naqaa Enviromental Services

- 02/2024 - 03/2024 RAK, UAE
- Which of your achievements match the job you're applying to?

Cashier & Accountant

Various Stores

- 2022 Daraa, Syria
- Which of your achievements match the job you're applying to?

EDUCATION

Diploma of IT

Intermediate Institute of Computer Engineering

- 10/1997 - 06/2001 Syria

Course of ICDL

Al Madain Computer Science Centre

- 01/2009 - 12/2009 Daraa, Syria
- Al Madain Computer Science Centre

Course of Al Ameen Accountant

Al Ameen Computer Science Centre

- 2021 Daraa, Syria
- What knowledge or experience did you acquire during your studies there? (e.g. Delivered a comprehensive marketing strategy)

Course of Data Entry, Office Work, and Clearing Government Transaction

Ebtkar Academy

- 11/2023 - 12/2023 Ajman, UAE
- A Course of Data Entry, Office Work
- Clearing government transaction,
- Ebtkar Academy, Ajman, UAE

SUMMARY

Data Entry with +15 years Experience, Motivated and detail-oriented Data Entry Specialist with a proven track record of accuracy and efficiency. Seeking an opportunity to contribute my skills and expertise in data management to a dynamic team.

LANGUAGES

Arabic

Native



English

Advanced



SKILLS

Data Entry

ICDL

Windows

PASSIONS



Customer Service



Continous Learning