



# Khaled Mohamed Ghanem

## DATA ENTRY OPERATOR, ACCOUNTANT

Male | 1st August, 1994 | United Arab Emirates/ +971 589452552 / Egyptian

My work in IT department, contain put all data belong to supermarket, like our warehouse invoices in system, update items (add, change price), receive and send all mail regards market or staff, contact between supermarket and our head office ,i working on oracle JDE system, daily use outlook, excel, word to arrange daily tasks, and accounting tasks.

### Contact

✉ khaledghanem1118@gmail.com

### Skills

Computer Skills  
Communication Skills  
Problem Solving  
Teamwork  
Learning Strategies  
Microsoft Office  
Office Management

### Languages

Arabic (Egyptian)  
English

### Professional Experience

#### Data Entry Operator & Accountant

Al Maya Supermarket

Mar 2020 - Present

- prepare, compile and sort documents for data entry. check source documents for accuracy.
- verify data and correct data where necessary.
- obtain further information for incomplete documents. update data and delete unnecessary files.
- combine and rearrange data from source documents where required.



#### Logistics Coordinator

Amazon.Com

Feb 2018 - Feb 2020

- Create company policies, procedures and quality management system.
- Work under intense pressure to meet shipping deadlines.
- Contact other warehouses by mail, and daily send all reports in excel sheets to management.



#### Sales Supervisor

Miniso Company

Feb 2016 - Jan 2018

- Provide information and other services such as handling returns of merchandise.
- Arrange merchandise on shelves according to popularity and other criteria.
- Approach customers and offer them advice on products to persuade them to buy.
- Take and record orders through a computer system in person or over the phone/email.



## Educational History

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**GOOD**

Bachelor of Computer Science New Cairo Academy,

Feb 2012 - Jun 2016



## INTERESTS & HOBBIES

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SPORTS, TRAVELLING, LEARNING