Abdelrahman Mohammed Mostafa Mansour

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Profile Info

• A highly organized and detail-oriented professional with over 4 years of experience in data entry, document control, and credit assessment. Seeking to leverage my expertise in project documentation management, data analysis, and customer relations to contribute to the success of a forward-thinking organization, while continuing to develop my skills in data-driven environments. • An experienced data entry specialist and document controller with a strong background in project coordination and financial data management. I look forward to applying my experience in managing complex data sets, simplifying administrative processes, and collaborating with cross-functional teams to contribute to the growth and efficiency of the organisation. • Motivated and results-driven professional with a proven track record in administrative and data management roles. Seeking to bring my skills in data organization, report generation, and document control to an impactful position where I can contribute to operational excellence and continue advancing my career in a dynamic work environment.

Personal Details

Date of Birth : 09/07/1994

Nationality : Egyptian

Education

Nile Higher Institute for Commercial Sciences and Computer Technology, Mansoura
MAY 2018
Bachelor's Degree in Management Information Systems
Very Good

Experience

Saudi Services for Electrical and Mechanical Works (SSEM)
May 2023 - Present
Data Entry and Document Controller
Overseeing the organization and management of project documentation for the Sea Water Desalination Project in Jubail.
 • Ensuring accurate data entry for scaffolding materials, including quantities and specifications.
 • Coordinating with different departments to ensure timely and efficient document flow.
 • Reviewing and updating documents to maintain compliance with project guidelines and regulations.
 • Assisting in the preparation of project reports and data analysis for senior management.

B.Tech Company

January 2021 - March 2023

Credit Expert and Data Entry Specialist

Managed the registration of products and customers requesting installment plans.
 • Provided guidance to customers on available installment options and helped them understand the terms.
 • Assessed customers' eligibility for installment based on their financial status.
 • Calculated the maximum installment amounts customers could afford based on product prices and their income.
 • Maintained accurate records of customer data and installment transactions in the company system.

Rifaat Allam Company

May 2018 - December 2020

Administrative Assistant

Managed daily office operations, ensuring smooth workflow across various departments.
 • Coordinated meetings, schedules, and travel arrangements for senior management.
 • Performed data entry, maintaining precise records of product inventory and customer transactions.
 • Handled communication between departments to facilitate efficient operations.
 • Assisted with the preparation and review of reports, presentations, and internal documents.

Skills

Data Entry & Database Management: Expertise in entering, updating, and managing large datasets, ensuring accuracy and consistency.

Document Control: Strong experience in organizing and managing documents, ensuring compliance and easy retrieval.

Scaffolding Documentation: Knowledge in managing technical documentation related to scaffolding materials in construction projects.

Advanced Excel Functions: Proficient in using complex functions such as VLOOKUP, HLOOKUP, INDEX, MATCH, and IF statements.

Time Management: Efficient in managing multiple tasks and meeting deadlines in fast-paced environments.

Team Collaboration: Ability to work well within cross-functional teams to achieve organizational goals.

Attention to Detail: High accuracy in handling data, documents, and financial information.

Data Analysis & Reporting: Skilled in analyzing large datasets, generating reports, and creating dashboards using PivotTables and PivotCharts.

Project Coordination: Experience in coordinating documentation and communication between departments for smooth project execution.

Data Validation & Cleaning: Experience in using Excel tools for cleaning and validating data to ensure accuracy and consistency.

- Data Visualization: Ability to create visually appealing charts, graphs, and tables to present data effectively.

- Excel Shortcuts: Proficient in using keyboard shortcuts for efficiency and faster data management.

- Customer Relations: Excellent communication and problem-solving skills in interacting with clients and customers.

Projects

Project: Medical Data Aggregator Application Year: 2018

Description: Developed a mobile application that aggregates comprehensive data related to hospitals, pharmacies, and medications. By entering the name of a drug or location, users can instantly access all relevant information.

Skills Used: Mobile app development, data aggregation, programming languages (e.g., Java, Swift, Python), database management, problem-solving, and user interface design.

Languages

Arabic: Native

English: Good

CERTIFICATIONS & TRAINING

Scaffolding Supervisor Certification

Future Vision Centre for Advanced Training (Valid: July 2024 – July 2025)

• Operational Safety & Health Authorization (OSHAuthorized)

Valid: March 2023 – March 2026

• SMAT Certified Scaffolder Supervisor

SMAT for Inspection Co. (Valid: July 2023 – July 2024)

• OSHA (Occupational Safety & Health Administration)

Arab International – 2022

• Certificate of Appreciation

METITO & PÖYRY – Jubail 1 Million Project

Recognized for contribution to achieving 12 million safe man-hours without lost-time injury.

• Web Development

Russian Cultural Center – 2018

• ICDL (International Computer Driving License)

2015

Reference

References available upon request. - ""