

Ahmed Tawila

Shebin Elqanater, Qaliubia

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Education

- **Ain Shams University** 2022
Bachelor Degree of Law

Work Experience

- **OMEGA** 2021 - 2022
Data Entry
 - Enter personal customer information into databases as collected upon forms or spreadsheets.
 - Review all data for errors and report and unusually findings to managementCollect and determine completed of all information before entering data into software programs.
 - Scan and print required documents needed to collect information for data entry.
 - Work following privacy guidelines as dictated by state and federal law.
 - Generate weekly and monthly reports regarding sales information or areas to be improved upon.

Skills

- • Language Skills : Arabic (Mother Language) English (Good).
- • M.S Office : (Word, Excel, Power Point and E-Mail Skills)
- • Organizational abilities.
- • Ability to work independently.
- • Superior typing speed.

Additional Information

Nationality : Egyptian.
Birth Day : 01/12/1999
Marital Status : single.
Military Status : Completed.