

Ahmed Alaa Eldin

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SUMMARY

A reliable and meticulous data entry with excel record of accuracy and customer satisfaction . Looking to join an expanding organization to handle alphanumeric data entry

WORK EXPERIENCE

EMT COMPANY

January 2018 to July 2021

Entering customer and account data from source documents within time limits •

Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry •

Generate reports, store completed work in designated locations and perform backup operations •

.Review data for deficiencies or errors, correct any incompatibilities if possible and check output •

MILITARY SERVICE

October 2021 to November 2022

.Analyze financial information and prepare balance sheets •

.Resolve account payable and receivable issues or queries •

.Material control for warehouse •

.Accurately perform daily reconciliations of cash, check and credit card transactions, and tally and file invoices •

Education

JUN 2021 Bachelor,s Faculty of Dar Al Uloom Cairo University

COURSES

English Course – Future Technology

– 7 Levels

Soft Skill Course

- Presentation Skills
- Interpersonal Communication Skills
- Critical Thinking

ICDL Course (Certificate(

- Microsoft Office
- Internet
- Windows

SKILLS

- | | |
|------------------------|---------------------|
| · Communication Skills | · Administration |
| · Problem Solving | · Computer Skills |
| · Negotiation Skills | · Critical Thinking |
| · Teamwork skills | |

LANGUAGE

Arabic: Very Good

English: Good

PERSONAL INFO

Data of Birth: 9/04/1999

Marital status: Unmarried

Service: Completed