

# SAMAR SAYED

## DATA ENTRY. EXECUTIVE SECRETARY

01276273226 | SAMARSAYEED76@GMAIL.COM | AL-FIRDAWS ARMED FORCES COMPOUND ON THE DESERT ROAD IN FRONT OF MARGHAM TRAFFIC

### BACKGROUND

Working In An Organization Commensurate With My Personal And Applied Skills In Administrative Affairs Human Resources Secretarial Work And Ability to Communicate With Employee Clients And Team Management .

### EDUCATION

EGOTH INSTITUTE OF TOURISM AND HOTELS.

Alexandria , 2016 – 2020

RESTAURANT DEPARTMENT

### EXPERIENCE

#### BARSI FOR TRANSPORTATION | ACCOUNTANT

Alexandria, 2015 – 2019

##### Data Entry:

- Input financial transactions (e.g., invoices, receipts, payments) into accounting software or spreadsheets.
- **Data Review and Validation:**
  - Verify the accuracy of financial data and ensure consistency with supporting documents.
  - Cross-check and validate entries for discrepancies or errors.
- **Report Generation:**
  - Assist in preparing financial reports, summaries, and statements.
  - Generate monthly, quarterly, and annual data reports for management.

#### BARSI FOR TRANSPORTATION | TRAFFIC SUPERVISOR

Alexandria, 2019 – Present

- Monitor and follow up on the renewal of vehicle licenses, ensuring their validity at all times.

- Coordinate with traffic departments to complete all official procedures (licensing, ownership transfers, renewals, and violations).
- Supervise insurance files related to company vehicles.
- Prepare monthly reports on the status of vehicles, including violations, insurance coverage, and any legal updates related to licensing.
- Review and track all traffic violations, ensuring proper legal resolution.
- Supervise the employee responsible for data entry and both physical and digital document tracking.
- Maintain and archive traffic and insurance documents in an organized and easily accessible manner.

## COURCES

- ICDL | 2021  
Alexandria – Arabian Academy

## SKILLS

- |                   |                   |             |
|-------------------|-------------------|-------------|
| • Team Work       | • Time Management |             |
| • Communication   | • Leadership      | - Team Work |
| • Problem Solving | • Computer Skills |             |