

Yosef Mohamed Anwar Elkhoully

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Location: Egypt

Professional Objective

A highly motivated individual with experience in data entry, supervision, and sales. Seeking a challenging position in a dynamic company where I can apply my skills and grow professionally.

Skills

- Data Entry: Experienced in inputting and managing large datasets with high accuracy.
- Supervision: Proven ability to manage teams and ensure tasks are completed on time.
- Sales & Customer Service: Strong background in sales, with effective communication and problem-solving skills.
- Secretarial & Administrative Support: Skilled in handling office tasks, scheduling, and document management.
- Security: Experience in ensuring the safety of people and property.
- Hospitality (Waiter): Experience in customer service in the food and beverage industry.

Education

Bachelor's Degree in Metal Forming

3 Abo Homous University, Egypt

Languages

Arabic: Native

English: Intermediate

Work Experience

Data Entry Operator - (Company Name, Dates)

- Managed data entry tasks with speed and accuracy.
- Updated records and maintained databases.

Sales Assistant - (Company Name, Dates)

- Assisted customers with purchases, improving sales and customer satisfaction.
- Maintained inventory and handled cash transactions.

Security Officer - (Company Name, Dates)

- Monitored premises and ensured safety standards were met.

Waiter - (Restaurant Name, Dates)

- Delivered excellent customer service in a fast-paced environment.

Interests

Professional growth

Learning new skills

References

Available upon request.