

SALAHALDIN MOHAMED

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DUBAI – U.A.E



APPLYING FOR DATA ENTRY

Personal Details

Nationality : Sudan
Passport No : P04630359
Gender : Male
Date of Birth : 01/01/1991
Marital status : Single
Visa Status : Employment Visa

Summary

An enthusiastic self-motivated individual with excellent inter personal skills the ability to take responsibility & work as a team. Quality. To seek a challenging & responsible assignment in a reputable organization, where I apply my current skills & knowledge.

Languages

- ❖ Arabic
- ❖ English

Professional Experience

Position : Data Processor
Company : Unilab- Dubai, U.A.E
Period : 6 Month

Position : Data Entry Operator
Company : Management Of H.H. Sheikh .Sultan Bin Zayed – AbuDabi, UAE
Period : 3 years.

Position : Technical Support Engineer
Company : Zain Communication - Sudan
Period : 1 year.

Position : Customer Service
Company : Sudani Telecom – Sudan
Period : 1 year.

Duties and Responsibilities

- ❖ Being the first point of contact for data-related queries
- ❖ Dealing with customers and clients via email and telephone
- ❖ Manual entering and verification of customer records and orders
- ❖ Data input, storage, manipulation, interpretation and backup
- ❖ review and check applications and supporting documents

- ❖ code and process applications into required electronic format
- ❖ scan documents into database

Skills & Abilities

- ❖ Good communication skills and excellent telephone manner.
- ❖ Able to sell to large and small clients.
- ❖ Have a professional style of communication.
- ❖ Good communication skills
- ❖ Excellent attention to detail
- ❖ Ability to work independently and work in a team
- ❖ Able to respond quickly in emergency situation.

Education & Certificates

- ✓ **High School Completed**
- ✓ **Secondary Completed**
- ✓ **Bachelor's Degree in Information Technology**

Declaration

I hereby declare that all the facts given are true and correct according to the best of my knowledge and belief.

Yours Faithfully
SALAHALDIN MOHAMED