

Waleed Nayel Abuhantash



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Nationality: Jordanian
Date of Birth: 15th October 2001
Age: 20 years old
Marital Status: Single

EDUCATION

**Al Maarifa International Private School
Sharjah, UAE**

2018
High School Degree

PROFESSIONAL SUMMARY

Motivated data entry operator with two years of experience, recognized for assessing operational needs and improving revenues. Resourceful and well-organized with excellent leadership and team-building records

EXPERIENCE

| DIGITEC Performance Center

Data Entry Operator

2018 – 2020 (2 year)

- Organizing files, developing spreadsheets, maintaining reports and scanned files
- Verifying documents & associated record to catch and resolve discrepancies
- Supporting managers in managing operational workflow by creating daily, weekly, & monthly report
- Creating databases and spreadsheets to improve inventory management and reporting accuracy.

| Mubadara Youth Enrichment Group (MYEG)

Organizer

2018 – 2019 (1 year)

Organizing before and during the events and help in the preparations.

Also, bring sponsors and new participants.

SKILLS & ABILITIES

- ☐ Expert in dealing with computer programs (Microsoft office, etc.).
- ☐ Speaks Arabic (mother language), English (Proficiency), and French (beginner).
- ☐ Willingness to learn.
- ☐ Communicative
- ☐ Self-motivated.
- ☐ Work under pressure.
- ☐ Creative and responsible.
- ☐ Good research ability.
- ☐ Teamwork.