Oday Hmydat

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Objective

Detail-oriented and motivated Cybersecurity student from the third cohort at Yarmouk University, with hands-on experience in data entry and IT troubleshooting. Seeking to leverage my skills in a data entry role to contribute to efficient data management and support organizational goals.

Education

Yarmouk University

Bachelor of Cybersecurity, Third Cohort

Expected Graduation: 2025

Experience

Data Entry Assistant

Computer and Information Center, Yarmouk University

April 2023 – June 2024

- Enhanced the data management system efficiency by 20% through the implementation of updates and new technologies.
- Entered and maintained over 1,000 records accurately, ensuring data integrity and confidentiality.

Problem Analyst

Computer Centre, Yarmouk University

April 2023 – June 2024

- Resolved technical issues for over 500 students, including password resets and email access problems.
- Assisted students in accessing external courses (e.g., Cisco), improving their learning experience and satisfaction.

Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

- Advanced skills in Microsoft Excel: Autofill, Flash Fill, Pivot Tables, Sorting & Filtering

- Strong data analysis capabilities

- Excellent IT troubleshooting skills

- Familiar with Google Workspace: File Management with Google Drive and Google Sheets

- Experienced in using AI tools like ChatGPT to enhance productivity

- Effective communication and interpersonal skills

- Attention to detail and commitment to accuracy in data management

- Strong time management skills for multitasking

Achievements

- Successfully improved the university's data management system efficiency by 20%.

- Recognized for outstanding problem-solving abilities in assisting students with technical issues.

Certifications

Udemy Course Certificate

Completed a course on Data Entry Skills, enhance my skills in using AI tools and using advanced skills in Microsoft Excel and Google Workspace.

References

Available upon request