Koura District, Irbid, Jordan

+962 780 545 668

<https://3adosh.github.io/3adosh-CV/>

[odyhmydat@gmail.com](mailto:odyhmydat@gmail.com)

[linkedin.com/in/oday-hmydat/](https://3adosh.github.io/3adosh-CV/)

# 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