

ABDELLAH JABBOUR

Junior Administrative Assistant | Skilled in Excel & Data Management

(+212) 0708362824

Morocco, Casablanca.

abdellahjabbour8@email.com

www.linkedin.com/in/abdellah-jabbour

EDUCATION

Bachelor's science, Hassan 2 university

2018, 2021

SKILLS

Microsoft Excel

Attention to Detail

Adaptability

Communication

LANGUAGES

ENGLISH

Professional working proficiency

ARABIC

Native or bilingual proficiency

FRENCH

Limited working proficiency

SUMMARY

- Skilled in using Microsoft Excel for accurate data entry, reconciliation, and spreadsheet management

- Detail-oriented with a proven ability to maintain accuracy and efficiency in data-focused tasks

- Eager to learn and adapt to new processes, with strong interpersonal skills and a positive approach to training and teamwork

WORK HISTORY

Volunteer Data Assistant

2023 - PRESENT

FDC-MALAK, Casablanca, Morocco

- Managed data entry and reconciliation tasks, ensuring the accuracy and timely completion of weekly reports.

- Developed and maintained tracking sheets in Excel, improving team efficiency in monitoring key metrics.

- Assisted team members in updating and organising project data, contributing to successful project outcomes.

Customer Service Assistant (Internship)

2022 - 2023

SAHAM, Casablanca, Morocco

- Supported the customer service team by managing records and providing accurate information to clients.

- Updated Excel-based client records, leading to a 20% improvement in data retrieval time.

- Collaborated with team members to handle client queries, ensuring high satisfaction and positive feedback.

https://docs.google.com/document/d/1MJV__auxlw_LoVeSS6KSfy292Nw GkoxENKzGmO_RhU/edit?tab=t.0

1/1