Mahmoud Ibrahim Ahmed Yousef Elhakim

IT Support, Software Engineer, Data Entry Operator

SUMMARY

Detail-oriented and efficient Data Entry Specialist with 5 years of experience in managing data entry tasks, maintaining database accuracy, and improving data processing efficiency. Known for exceptional accuracy, high typing speed, and proficiency in data management tools such as Excel and specialized data entry software SAP. Dedicated to ensuring data integrity and contributing to streamlined operations.

WORK EXPERIENCE

Software Engineer at 100devs, remote

january 2022 — Present

- Collaborated with a team of developers to build modern and responsive web applications using best practices
- Built semantically structured full stack web applications
- Applied agile methodologies like SCRUM for project management

Data Entry Operator at Kapci coatings, Portsaid

july 2019 — Present

- Inputting data accurately into databases, spreadsheets, and other systems from various sources.
- Ensuring data handling practices comply with company policies and regulatory requirements.
- Utilizing data entry software and tools efficiently.

IT support at Emara for Electronics, Qatar - Doha

jan 2013 — july 2018

- Diagnosing and resolving hardware and software issues efficiently
- Providing technical support and guidance to end-users
- Setting up and configuring hardware, software, and peripherals
- Managing and updating IT infrastructure to ensure optimal performance

VOLUNTEERING

Free Software Foundation | remote

may 2022 — Present

Helped fix errors with their documentation.

CONTACT

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@Mahmoud Elhakim

SKILLS

SAP Operator

HTML

CSS

Javascript

Microsoft Office

Technician support

OOP

Web Accessibility

EDUCATION

Advanced Industrial School

2006 - 2011

Major: computing

ICDL

Spoken language

Arabic: fluent

English: very good