

# Kerolos Thabet Eshaq Fadl

## OBJECTIVE

As a fresh graduate with a strong academic background in Business Information Systems, I am eager to start my career in data analysis. I aim to apply my analytical skills, attention to detail, and passion for data-driven insights in a dynamic and challenging environment, contributing to impactful business decisions and continuous improvement

### Personal Information:

- **Birth Date:** 01/01/1999
- **Address:** Eastern Region, Al-Khobar, Saudi Arabia.
- **Phone:** +966 56 708 2243
- **Email:** kerolosthabit4@gmail.com
- **Military Statues:** Exempted.
- **Hobbies:** Reading, Learning, Online Searching.

### Languages:

★★★★☆ English

★★★★★ Arabic

### Personal Skills:

- Critical Thinking.
- Problem Solving.
- Communication.
- Time Management.
- Ability to Multitask.
- Fast Learner.
- Ability to Work in a Team.

### Computer Skills:

★★★★★ Online research.

★★★★★ Microsoft Office.

★★★★☆ Python.

★★★★☆ SQL.

★★★★☆ Power BI.

★★★★☆ Tableau.

### Education:

**Faculty of English Commerce,**  
**(Business Information System)** Department,  
Helwan University,  
Very Good (2.9),  
(July 2023).

### Courses:

- **Power Bi** (Self Learning).
- **Google Data Analytics**, Coursera (October 2023).
- **Advanced Data Analysis**, Udacity, FWD (November 2022 – January 2023).

### Work Experience:

#### **Executive Secretary**

#### **First Group Company for Contracting – Saudi Arabia**

**March 2024 – Present**

- Provided administrative support to senior management, ensuring smooth daily operations and effective communication within the organization.
- Managed and organized company documents, schedules, and correspondence, maintaining a high level of confidentiality and accuracy.
- Assisted in the preparation of reports, presentations, and official correspondence, contributing to informed decision-making processes.
- Acted as a liaison between departments and external stakeholders, fostering positive relationships and ensuring timely resolution of issues.

#### **Sales Associate**

#### **Clothes Brands - Fayoum**

**May 2015 – Feb 2024**

- Provide exceptional customer service by assisting customers with their clothing selections, answering inquiries, and addressing any concerns.
- Meet and exceed sales targets consistently, resulting in recognition for outstanding performance.
- Handle cash and credit transactions accurately and efficiently, utilizing point-of-sale systems.
- Collaborate with the visual merchandising team to create eye-catching displays and maintain an organized and visually appealing store environment.
- Assist in inventory management, including receiving and unpacking merchandise, conducting stock checks and ensuring proper product labeling.
- Proactively build and maintain relationships with customers to foster repeat business and drive customer loyalty.
- Resolve customer complaints and issues promptly and professionally to ensure customer satisfaction.
- Train and mentor new sales team members on product knowledge, customer service techniques, and sales strategies.