

Mohamed Shaker

Administrative Secretary / Data Entry Specialist

Summary

Experienced Administrative Secretary and data entry specialist with a Bachelor's degree in accounting. Proficient in clerical support and data entry, skilled in Microsoft Office, and equipped with strong computer proficiency. Fluent in both Arabic and English. Seeking a Data Entry / Administrative Secretary position to apply my expertise and knowledge.

Experience History

Administrative Secretary / Data Entry Specialist (2021 – Resigned in 2022)

"The National Media Authority" Medical Center, Head Office

Data Entry Specialist (2017 - 2021)

"The National Media Authority" Medical Center, The Statistics and Information Department

Administrative Secretary / Data Entry Specialist (2014 - 2017)

"The National Media Authority" Medical Center, Management Affairs Department

Data Entry / Receptionist (2011 - 2014)

"The National Media Authority" Medical Center's Outpatient Clinics

Data Entry / Receptionist (2009 - 2011)

"The National Media Authority" Medical Center's Medical Lab

Courses & Certificates

- ✓ Leadership Office Management (Al-Alfi Institute - The National Media Authority) - 2020
- ✓ The Cisco Networking Academy® Get Connected course – 2020
- ✓ Data Analysis Challenger Track - EGYPT FWD initiative - Powered by Udacity & Itida – 2022
- ✓ Web Development Challenger Track - EGYPT FWD initiative - Powered by Udacity & Itida – 2022
- ✓ Professional Front-End Web Development - EGYPT FWD initiative - Powered by Udacity & Itida – 2022
- ✓ Front End Development Track – One million Arab coders initiative – 2019
- ✓ Full Stack Development Track – One million Arab coders initiative – 2019

Contact

Phone: 00201096306080

E-Mail: moromero9875@gmail.com

Address: Alsalam– Malaf El-Abd – Speiko - Cairo

Education

Bachelor degree in accounting

Faculty of business – Ain-Shams University
Cairo, Egypt

May 2013

Skills

- Professional data entry and administrative support skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and Google Docs
- Effective office management and reception skills
- IT help and support proficiency
- Strong attention to detail and accuracy
- Familiarity with data entry software and tools
- Team player with independent work capabilities
- Excellent time management and organizational skills
- Strong communication and interpersonal abilities
- Thrives under pressure and meets deadlines
- Bilingual in Arabic and English

Freelance Experience

- Website programming since 2008 using JavaScript, MySQL, Bootstrap, SASS, and more
- System and hardware bug fixing
- Social media digital marketing expertise, including platforms like Facebook
- Managed accounts payable, accounts receivable, and general ledger based on my study field
- Content creation and blogging across diverse fields, effectively communicating complex topics to a broad audience while maintaining engagement and interest