



## MOHAMED DAWAH

### CONTACT INFO

*I'm A Resident and Eligible to work in poland.*

+48538278499

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Katowice, Poland

My Website

[modawah.github.io/portofilio](https://modawah.github.io/portofilio)

### EDUCATION

2012-2017

bachelor degree of social work  
Delta university

2018-2019

web development deploma  
udacity

### LANGUAGES

English

Arabic

polish

## PROFILE

Highly accurate data entry with 2 years experience,

high Typing Speed with zero errors.

Maintained 99% accuracy in two fast-paced data entry positions.  
Used MS Office daily, including Outlook and Excel.

Devised several MS Excel macros to automate repetitive tasks. Increased efficiency by 33%.

Computer and technical skills (including software knowledge) .

Organisational and time management abilities .

Administrative skills.  
Communication (written and verbal).

## EXPERIENCE

2016-2018

GROCERY STORE

**SELLER**

serving customers , ordering and restocking the products

2018-2020

IREM.S.P.A

(ZOHR GAS FIELD PROJECT)

**DATA ENTRY**

office works (excel, word and powerpoint).  
daily productivity reports.  
archiving and files managemnt.  
using company server's software to store data.

## PROFESSIONAL SKILLS

MS OFFICE

EXCEL

WORD

POWERPOINT

HTML

CSS

JAVASCRIPT

BOOTSTRAP

## INTEREST

</>coding

sport

reading

gaming