



MOHAMED DAWAH

CONTACT INFO

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Katowice, Poland

My Website

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).

also management skills due my 2 years of managing Grocery Store.

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