

# Saad Tarek

## JUNIOR DATA ENTRY

### Contact

01022535733    saadta45@gmail.com

## ABOUT ME

I am a detail-oriented and motivated individual with strong data entry and computer skills. I am able to work accurately, manage data efficiently, and meet deadlines while following instructions carefully. I am eager to learn, reliable, and ready to contribute in an entry-level role.

### LANGUAGES

Arabic- Native  
English - Advanced

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### EDUCATION

**2021 - 2025**

#### **BACHELOR OF BUSINESS INFORMATION SYSTEMS**

The Higher Institute for  
Advanced Studies

### WORK EXPERIENCE

- Managed Excel reports and structured data using Advanced Formulas to ensure 100% accuracy and consistency.
- Executed data entry tasks across spreadsheets and online tools with a high level of organization and strict Data Verification.
- Handled sensitive data responsibly, strictly following instructions and consistently meeting operational deadlines.
- Utilized technical tools including Pivot Tables, VLOOKUP, and XLOOKUP to streamline data processing and reporting.
- Demonstrated high efficiency and a strong ability to learn new systems and workflows quickly.

## SKILLS

- MICROSOFT EXCEL
- DATA VERIFICATION
- PIVOT TABLES
- ADVANCED FORMULAS
- Google Sheets
- DATA CLEANING
- XLOOKUP
- VLOOKUP