

# Saad Tarek

## JUNIOR DATA ENTRY

### Contact

01022535733    saadta45@gmail.com

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### A B O U T   M E

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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.

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### L A N G U A G E S

Arabic- Native  
English - Advanced

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### E D U C A T I O N

**2021 - 2025**  
**BACHELOR OF BUSINESS**  
**INFORMATION SYSTEMS**  
The Higher Institute for  
Advanced Studies

### W O R K   E X P E R I E N C E

- 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.

### S K I L L S

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| <ul style="list-style-type: none"><li>• MICROSOFT EXCEL</li><li>• DATA VERIFICATION</li><li>• PIVOT TABLES</li><li>• ADVANCED FORMULAS</li></ul> | <ul style="list-style-type: none"><li>• Google Sheets</li><li>• DATA CLEANING</li><li>• XLOOKUP</li><li>• VLOOKUP</li></ul> |
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