



AHMED SAID DERBALA

DATA ENTRY

CONTACT

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- 📍 Dammam

EDUCATION

ALEXANDRIA UNIVERSITY
2007-2011

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

PROFILE

9 years of experience in data entry with different organisations and a Maintenance and operation supervisor guiding a team for the quality control of work.

WORK EXPERIENCE

- **Mohamed Yousef Kabli Information Technology** 2020- PRESENT
Head of Data Entry
 - Skilled in managing and building maintenance projects and overseeing facility operations.
 - Ability to use different software and control the services to match the requirements as per standard operating procedures.
 - preparing daily, weekly and monthly reports and sharing with the clients managements
- **Sahara Building Contractors** 2017- 2020
Maintenance and operation supervisor
 - Demonstrated ability to prioritise tasks and meet tight deadlines in a fast-paced environment.
 - Guide the Team of Maintenance and project workers
 - The Quality, Health, Safety, and Environment (QHSE) policy is adequately implemented.
 - Manage staff levels, wages, hours, contract labour to revenues
 - Generate regular reports, analysis, and recommendations for operational improvements.