



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.