



Fara Ara

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Summary

An enthusiastic, self-motivated and accountable Data Entry Officer, with 4+ years of experiences in data entry and documentation. Adaptable and tolerant due to working with a wide range of people in various atmospheres. Eager to work with data and computer, and organising documents.

Skills

- Privileged accuracy to data and ability to handle stressful environments.
- Expert in Microsoft Office (Word and Excel) and fast learner in new software.
- Problem and conflict solving ability in a confidential manner.
- Excellent prioritising ability with top-notch time management and organisational skills.
- Eager to learn with well-listening skill, great attention to accuracy and Enthusiastic to new experiences!
- Having a friendly and engaging personality and love for working in a team.

Professional Experiences

Ohadi Bookstore (Publication Co.)

Aug 2018 – Jun 2019

Tehran International book fair 2013 - 2019

A book publishing company which has more than 20 years experiences in publishing and selling books

Data Entry and documentation Officer

Responsibilities:

- Sorting information of customers and books according to priorities to prepare source data.
- Entering cash and card payments information in computer.
- Controlling and managing the stock, reporting and documenting availabilities.
- Resolving discrepancies in information and obtaining further information for incomplete documents.

Arang Teb

Jan 2016 – Jun 2018

An Orthopedic centre which produces orthopedic products.

Data Entry Officer

Responsibilities:

- Type in data provided directly from customers.
- Updating existing data of patients.
- Entering and documenting data of available products and sold products.
- Sorting information of customers and products and entering them in software.
- Preparing daily report and entering details to CRM software.

Baaraan Microtech

Jun 2014 – Jan 2016

Medical device knowledge-based enterprise which produces surgery equipments.

Administrative Officer and Data Entry Officer

Responsibilities:

- Entering properties and details of products in the website of "Ministry of Health and Medical Education".
- Updating data of products in various website.
- Documenting, sorting and organising reports and paperworks.
- Verifying online data of products by comparing it to source documents.
- Creating and managing spreadsheets with large numbers of tables, figures and graphs.
- Preparing daily report and entering details to CRM software.

Volunteering Experiences

Mahak Charity

Jun 2019 – Present

The Society to Support Children Suffering from Cancer

Volunteer

Responsibilities:

- Participating in the International Relationship department.

21st Iranian Conference on Biomedical Engineering

Oct 2014 – Nov 2014

Public relation officer

Responsibilities:

- Managing the payments and entering them in software.
- Transferring data from paper forms to software and providing reports.
- Managing settlements of participations from other cities and workshop organisation.