

# Kirolos Farag Thabet

## Profile

*A professional data entry clerk with extensive experience in managing and organizing data accurately and quickly, with the ability to handle large amounts of information and maintain data confidentiality. Proficient in the use of Microsoft Excel*

## Practical experience

- Enter data accurately and quickly into databases and electronic systems.*
- Review and correct errors before saving or publishing.*
- Organizing files and electronic archiving to ensure easy access to information.*
- Cooperate with other departments to provide required data on time.*
- Preparing daily and weekly reports using Excel.*
- Continuously update data and ensure its accuracy.*
- Support the team in processing administrative requests.*
- Communicating effectively with customers and coordinating with end-users.*
- Proficient in using Smartsheet for data management and task tracking.*
- Coordinating inquiry appointments via WhatsApp.*
- Scheduling pickup appointments with customers efficiently.*
- Extensive experience in accurate and efficient data entry using Google Forms.*

## Education

*Good rating, In: Higher Institute of Computers, Information Systems and Management Sciences, City:Shubra El-Kheima*

*2024 - 2021*

**Military recruitment:** Exempted

## Details

Cairo  
Egypt  
01228677572  
[Koko.manwasd@gmail.com](mailto:Koko.manwasd@gmail.com)

## Skills

ICDL

Database

Windows

Searching

## Languages

Arabic

English

## Years of experience

One year