

Lana Ferzan

Informatics and technology undergraduate engineer

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Detail-oriented and motivated Informatics Engineering student with proven experience in data entry, dataset verification, and reporting. Proficient in Microsoft Excel (formulas, pivot tables, formatting), MS Office applications, Google Sheets, and data management systems. Skilled at handling large datasets with accuracy, meeting deadlines, and working independently in remote settings. Fluent in English and Arabic, with strong organizational, problem-solving, and communication skills.

Key Skills

- Languages: Fluent in English and Arabic
- Computer Skills: Microsoft Word, Excel, PowerPoint, Outlook, Data Management.
- Programming Skills: C++, Java, HTML, CSS, JavaScript, SQL.
- Soft Skills: Time management, attention to detail, problem-solving, teamwork, adaptability.

Education

Bachelor of Informatics Engineering (IT)
Arab International University | 2022 – Present.

Experience

Sales Associate | Charles & Keith, Dubai

Apr 2022 – Sep 2022

- Delivered personalized customer service in a fast-paced retail environment, consistently meeting sales goals.
- Maintained stock accuracy and processed transactions efficiently with attention to detail.
- Strengthened communication and teamwork skills by assisting a diverse customer base.

Data Entry Specialist | Dubai

2023 – 2024

- Entered, verified, and managed large volumes of data with a focus on accuracy and confidentiality.
- Streamlined reporting processes using Excel functions and pivot tables, reducing manual errors.
- Supported academic and operational projects by preparing structured datasets for analysis.

Web Development Projects

- Designed and launched a fitness website with clear, structured content and effective data presentation, strengthening organizational and communication skills.