Louay Faraj
Data Analyst & Excel Specialist

📞 +66-655-520168

✉ louayfaraj41@gmail.com

📍 Bangkok, Thailand

in www.linkedin.com/in/louayfaraj

About Me

Highly skilled data professional with advanced proficiency in Microsoft Excel. Excel in data analysis, management, and visualization through expertise in complex formulas, PivotTables, PivotCharts, and data validation. Adept at data cleaning, automation using Macro and VBA, and collaborating with teams to share valuable insights. Extensive experience in financial functions, scenario analysis, and connecting Excel to external data sources. Ensures data security and privacy through Excel's protection features. A valuable asset for leveraging Excel's capabilities to drive data-based decisions.

Work Experience

Data Entry Specialist
Digital Stream Co., Ltd, Thailand
2021-2023

- Efficiently performed data entry tasks and maintained high levels of accuracy in managing and organizing data using Microsoft Excel.
- Collaborated with team members to ensure seamless data integration and timely completion of projects.
- Utilized data analysis skills to assist in decision-making processes within the organization.
- Implemented process improvements to enhance data entry efficiency and accuracy.

Customs Clearance & Data Entry Specialist
4 Ways Compass, Lebanon
2018-2020

- Efficiently managed data entry tasks using Microsoft Excel for the company's operations.
- Composed detailed and accurate descriptions for imported items in collaboration with other companies, ensuring comprehensive product information.
- Collaborated with customs authorities to ensure all necessary paperwork was completed accurately and efficiently, facilitating the smooth entry of imported products into the country.

Waiter
Roadster Diner, Lebanon
2016-2017

- Gained valuable experience in communication skills through interacting with diverse customers and providing attentive service.

Certifications

- The Fundamentals of Digital Marketing from Google
- 120-hour TEFL/TESOL Course from World TESOL Academy
- Google Analytics 4 (GA4) Essential Training from LinkedIn Learning
- Getting Started with Microsoft Excel from LinkedIn Learning
- The EF Standard English Test (EF SET) from EF Education First Language Schools for Professionals
- Responsive Web Design from freeCodeCamp
- Introduction to MS Excel from Simplilearn
- Google Data Analytics Specialization from Google
- BBC English Course from BBC

Education History

Association of Science in Computer Science
2023

During my pursuit of an Associate of Science degree in Computer Science, I acquired a diverse skill set, including proficiency in Java, Python, R, SQL, HTML, and CSS. Through coursework and practical projects, I honed my abilities in data analysis and visualization using Python and R, and developed object-oriented applications in Java. My knowledge of SQL enabled me to effectively manage databases, while expertise in HTML and CSS empowered me to create and design responsive web applications. As I continue my academic journey towards completing a Bachelor's degree in Computer Science, I am eager to build upon these foundational skills and contribute my expertise to innovative projects in the field. Strong problem-solving capabilities and effective communication further complement my technical competencies, making me a well-rounded computer science professional.

Skills

- Microsoft Excel
- Microsoft Word
- Data Analysis
- Web Design
- Programming Languages: Java, Python, R
- SQL
- Communication Skills
- Problem-Solving
- Attention to Detail
- Time Management
- Teamwork

Languages

- Arabic
- English