



# Teba Mazn

## CONTACT

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## LANGUAGE

**Arabic:** Expert.

**English:** Fluent [Good command both oral and written].

## INTEREST

Swimming.  
Travelling.

## PERSONAL DETAILS

**Date of Birth:** 03/03/1997.

**Marital Status:** Single.

**Address:** Iraq, Baghdad, Al-Yarmuk.

## EDUCATION

Graduated from University of Baghdad - Physics science  
[2016 – 2020]

## EXPERIENCES

Data Entry at Al-Hatim Scientific Office [Alphasystem]  
[July2020–December2020]

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners.
- Type in data provided directly from customers.
- Create spreadsheets with large numbers of figures without mistakes.
- Verify data by comparing it to source documents.
- Update existing data.
- Retrieve data from the database or electronic files as requested.
- Perform regular backups to ensure data preservation.
- Sort and organize paperwork after entering data to ensure it is not lost.

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## SKILLS

- Fast & Self learner.
- Computer skills (Word, Excel & Power Point).
- Communication.
- Stress management.
- Teamwork.
- Social Media.
- Great attention to details.
- Fast typing.