CONTACT

RAHMA ABDULAAL

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📍 Iraq / Baghdad

EXPERIENCE

Jan.2019-present -

Atbak AL- Dera - Alsaree3 Application
Data Entry Supervisor
*job responsibilities

- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
- Combines data from both systems when account information is incomplete.
- Purges files to eliminate duplication of data.
- Tests customer and account system changes and upgrades by inputting new data.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures and reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed

EDUCATION

Al-Nahrain Unversity
B.Sc. In Electronic Engineering and Communications

SKILLS

• Microsoft Office Suite(Word, Excel, Access, Powerpoint • Work under pressure • Work with team or individual • Leader ship • B2B with clients

LANGUAGE

• English / good working knowledge • Arabic / Mother tongue

PERSONAL DETAILS

Date of Birth : 10/6/1994

CERTIFICATION & COURSES

Traning in Asiacell(from 2 of July till 31 July 2017)
IT live Events2018
Optical fiber courses in Aswar company
Security Camera courses in Aswar company
Microsoft Courses in life organization