

MOHAMED HANY

Data Entry Specialist

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PROFILE

I am an experienced Real Estate Agent with a passion for helping clients find their dream homes. I have extensive experience in the industry, including more than 5 years working as a real estate agent. I am knowledgeable about the latest market trends and understand the nuances of the real estate market. I pride myself on my ability to negotiate the best deals for my clients and to navigate complex real estate agreements. I am highly organized, detail-oriented, and have strong communication skills.

WORK EXPERIENCE

- Self-Training in Data Entry & Office Tools
 - Practiced entering and organizing data using Microsoft Excel and Google Sheets.
 - Simulated real-world tasks like invoice entry, client lists, and inventory tracking.
 - Learned to use keyboard shortcuts, basic formulas, and formatting tools for efficient data handling.
 - Maintained accuracy and speed through daily exercises and mock tasks.
 - Developed a strong foundation in digital organization and file management.
 - Simulated tasks such as entering customer information, managing inventory records, tracking expenses, and preparing reports to mirror real business environments.
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EDUCATION

Benha University

2021 - 2025

License in Media

CERTIFICATIONS

- General English (Level 1 & 2)
- Preparing ICDL Certificate
- Elementary Conversation English Certificate
- Certificate in Human Development

SKILLS

- Accurate and fast data entry
- Proficient in Excel and Google Sheets
- Good computer and file management skills
- Strong attention to detail
- Effective time management
- Good communication skills
- Data confidentiality awareness