



Sayed Hashem Shehab

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.



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39443704



Bahrain

WORK EXPERIENCE

Data Entry Opreator

Biotite Holding Company

11/2015 – 01/2016

Seef District, Bahrain

This role involved me working in an e-commerce by collecting and gathering stores and items information and data.

Tasks

Compiled, sorted and verified the accuracy of data before it entered.

Research and obtain further information for incomplete documents.

Load information onto prescribed databases.

Insert stores and items data by inputting text based and numerical information from source documents within time limits.

SKILLS

Highly Organized

Microsoft Windows OS

Problem Analysis

Microsoft Office

Problem Solving

Time Management

Decision Making

Team Working

Salesman

Al Hawaj Bazaar

03/2016

Bahrain

Fragrance and Beauty

Tasks

Worked as a team to provide the highest level of service to customers.

Described use and function of merchandise to customer.

LANGUAGES

Arabic

Native Proficiency

English

Professional Working Proficiency

EDUCATION

Bachelor Degree in Accounting

Misr University For Science & Technology

Egypt

2019

Secondary School General Certificate

Ahmed AL-Omran Secondary School

09/2007 – 06/2010

INTERESTS

Video Games

BasketBall

Reading

Computers

Music

REFERENCES

Available upon request