

Name: Omar Eissa Ibrahim Wahdan

Position: Student At El Shorouk Academy (2st)

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Professional Summary:

Motivated Computer Science graduate seeking an entry-level **Sales Admin / Administrative Assistant** position in the real estate sector where I can support sales teams, manage data, and develop my administrative and coordination skills in a professional environment.

Training & Certifications:

IC3 GS5 Spark Certification – Certiport

Completed May 2025

Validated digital literacy skills including computing fundamentals, key applications, and online communication

Summer Training on Network Infrastructure (120 Hours) – NTI & ITIDA

Completed Sep 2025

Covering fundamentals of computer networks, network design, and infrastructure management, with strong focus on documentation and system organization.

Administrative & Data Support (Academic & Practical Experience)

- Entered and organized data using Microsoft Excel and Google Sheets
- Managed simple customer databases and updated records regularly
- Prepared basic reports and summaries for projects
- Assisted in coordinating tasks and deadlines during team projects
- Handled documentation and file organization
- Followed up on records and ensured data accuracy for reporting purposes

Graduation Project

- Worked in a team environment with task distribution and reporting
- Created and managed structured data using basic database concepts
- Communicated with team members to track tasks and meet deadlines

Skills:

Microsoft Excel (Data Entry, Tables, Basic Formulas)

Microsoft Word

Google Sheets & Docs

Fast and accurate typing

Basic database concepts

Organized and detail-oriented

Ability to work with sales teams and handle follow-ups

Additional Strengths:

Presentable and professional appearance

Able to work under pressure

Willing to learn real estate systems and CRM tools

Strong commitment and punctuality

Languages:

Arabic: Native

English: Good (Reading & Writing, Basic Conversation)