

•SULTANATE OF OMAN,AL-Seeb•
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ABEER_ALJAHWARI

PERSONAL INFORMATION

- **Marital status:** Single
- **Nationality:** Omani
- **Sex:** Female
- **DoB:** 4th September 1989

ME IN BREIF:

I have started my career in 2010 as an OJT trainee with **OmanTel, Ooredoo, and Ministry of Education**. I am currently working as a Data Entry Operator with **GOLDEN CROWN JEWELLERY L.L.C** Muscat. I am aiming to achieve a remarkable presence in the organization with innovative ideas, hard work, sincere, without sacrificing human values, enjoy the challenge of new situation and expect to make a positive contribution to the organization by taking the job with a great responsibility. Now I finished Diploma degree in Accounting and Finance from Middle East College.

JOB RELATED SKILLS

- Computer (Oracle, Microsoft Office, Internet & Email services).
- Team Building Skills.
- Good organizational skills.
- Interpersonal Skills
- Problems Solving
- Fast learner.
- Self-motivated to learn new technologies.
- Hard working nature.

Professional work experience

17thNov. 11 to
Present

GOLDEN CROWN JEWELLERY L.L.C, Oman, Muscat

Data Entry Operator

My job profile is including the followings:

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Keep information confidential
- Make many types of vouchers (payment, receipt, purchase, sales, etc.)
- Collecting gold and cash from salesmen and customers.

QUALIFICATIONS

2017 **Meddle East College**, Oman, Muscat

Diploma - Accounting and Finance (With CGPA: 4) Distinction

2014

(Waljat Colleges of Applied Sciences), Oman, Muscat

Diploma in Engineering - Electronics & Communication

OJT TRAINING ATTENDED:

22 Sep. 11 to 16 Nov. 11	Ministry of Education - Directorate of IT ,Oman, Muscat <i>OJT Trainee – IT</i>
9 July 11 to 31 July 11	Omani Qatari Telecom. Company (Ooredoo) of IT ,Oman, Muscat <i>OJT Trainee - IT</i>
3 July10 to 23 Aug. 10	OmanTel ,Oman, Muscat <i>OJT Trainee - IT</i>

LANGUAGES

Arabic: Excellent in reading, writing, and speaking

English: Good in reading, writing, and speaking

INTERESTS AND ACTIVITIES

- Reading
- Writing
- Travelling
- Walking

END OF RESUME