

Ahmad Mustafa KI

Data Entry

CONTACT INFORMATION:

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:WEBSITE

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:COURSES

ICDL

KOBO

PWOE PI

EXCEL PROFESSIONAL

PHOTO SHOP

ALLOSTEROID

CURL DRAW

EDUCATION

Aleppo University - Technical Institute for Banking and
Financial Sciences
11/2011 - 10/2014

Ebla Institute of Sciences and Languages-
International Computer Driving Certificate(ICDL)
2008

WORK EXPERIENCE

Violet - data entry
1/1/2022
Receiving, filling in and archiving data
Writing and sending monthly and weekly reports

Sarmada hospital data entry
2015-2016
Receiving, filling in and archiving data
Writing and sending monthly and weekly reports

Al-Ghad Media Corporation - Data Collector
2019

Olive Branch - Data Collector
2016-2017

Data entry and typing employee
2018

skills

Excellent----- Word
Excellent-----Excel
Excellent -----PowerPoint
Excellent -----Kobo
Excellent ----- cloud storage
Very well-----the design