

AHMED MOSTAFA - RESUME

Data Entry Specialist | Administrative Support | Microsoft Office Expert

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PROFESSIONAL SUMMARY

Dedicated Data Entry Specialist with strong attention to detail, fast typing skills, and expertise in managing, organizing, and processing large volumes of data accurately and efficiently.

PROFESSIONAL EXPERIENCE

Senior Data Entry Specialist (2023 - Present)

- Managed large datasets and ensured data accuracy.
- Created reports and dashboards using Excel.
- Processed customer and business records efficiently.

Administrative Assistant (2021 - 2023)

- Organized digital records and documents.
- Prepared reports and presentations.
- Managed databases and data verification tasks.

SKILLS

Data Entry, Microsoft Excel, Microsoft Word, Google Sheets, Data Cleaning, Data Processing, Administrative Support, Web Research, PDF Conversion, CRM Management, Fast Typing, Database I