

# ABUBAKER MOHAMMED AHMED MOHAMMED

DATA ENTRY & IT DEPARTMENT



## Contact

### Phone

00971557183560

### Email

smrabakri@gmail.com

### Address

Al Nuaimia 1, Ajman

## Expertise

- 80 WPM
- 10-key speed: 9,000 KPH
- Knowledge of SQL
- Microsoft Office
- Team player
- Strong verbal and written communication skills

## Language

Arabic

English

## Reference

### osman

Owner of Ghaim Marketing Management

### Phone

+971555280213

## Experience

### Teachers Charity Hospital Halfa 2015 - Going on

Computer department manager

- Identifying and correcting file and system errors
- Performing data processing operations according to a business production schedule
- Performing backup procedures to reduce the risk of data loss
- Maintaining computer equipment and inventory and organizing repairs as needed
- Collaborating with Programmers and Systems Analysts to coordinate testing environments and resolve system problems
- Maintaining and managing processing logs and run procedures manuals
- Answering questions and troubleshooting problems for users

### Civil Registry and Sudanese Passports 2013 - Going on

Data entry

- 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
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions

### Zubair Ibn Al-Awwam Primary school 2007 - 2008

Teacher

## Education

2015

Information technology Degree

Kassala University

Holds a Higher Diploma (3 years) in Computer