

Mary Mamdouh Fakhry

Atalla

CONTACT

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OBJECTIVE

I am a professional data entry with efficient and speed typing, proficient in (Microsoft word, PowerPoint and basics of Excel) with error-free documents on time. I have been worked as a moderator and made great achievements by bringing new clients for our page and achieving higher sales.

EXPERIENCE

- Freelancer

(2023-now)

 - Typing Speed with 90% accuracy.
 - Technical Knowledge: (Microsoft Word, Excel, PowerPoint, Google Docs).
 - Attention to Detail: ensuring error-free documents.
 - Time Management.
 - Providing timely delivery for all projects.
- Social Media Moderator

(2023-2024)

 - Respond to user inquiries, comments, and messages promptly and professionally.
 - Provide feedback to my manger.
 - Performing Data Entry.
 - Creative suggestions to improve our page and increase sales.
 - Dealing with clients with a welcome chest.

EDUCATION

Bachelor’s degree of education sciences (2018-2023)
Grade:(Very good grade with honors)
Faculty of Education, Ain Shams University.

SKILLS

Personal skills	Computer skills	Language skills
• accuracy in data entry tasks. • Patience and Focus. • Communication skills. • Self-motivated. • High learning capacity. • Passionate about dealing with foreigners. • Speed reply of customer. • Logician Person.	• Good use of Microsoft Office. • Formatting and Editing. • File Management. • Audios transcribe. • Creative Projects.	• Arabic (Native). • English (Intermediate).

PROJECTS

https://drive.google.com/file/d/1_WF88edas24RJEvzsOfdagF6nPqHGMI0/view?usp=sharing
<https://drive.google.com/file/d/1tmre6FkiaLkR6lqvuxZbuSmkR9uBgXKM/view?usp=sharing>
https://drive.google.com/file/d/1VIOug0L_R5SYWbJMu-svgG1qkTM6EJ0x/view?usp=sharing
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<https://drive.google.com/file/d/1JAJaQACOrsLVvdYaC9-mdS58pnV5CeWU/view?usp=sharing>
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<https://docs.google.com/spreadsheets/d/1zOmvfvK9Y0bTTmcZcT1FLE-sVJtgunsz/edit?usp=sharing&ouid=116451311945976689754&rtpof=true&sd=true>

<https://drive.google.com/file/d/1ew0reBT1Oo2an64vcuBOa99Mr3A-J4NZ/view?usp=sharing>
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