

**FAHIIM**

**DATA ENTRY**

PERSONAL SUMMARY

A reliable, trustworthy and conscientious sales assistant who is able to multi-task, handle pressure, work as part of a team and most importantly inspire customers to make a purchase. With infectious enthusiasm and an inspirational style, Fahiim has used his extensive experience of the retail industry to develop superb organizational, problem solving and sales skills.

He is currently looking for a suitable sales assistant opportunity with a company that will not only challenge him professionally but also allow him to develop his knowledge & potential further.

**PROFESSIONAL EXPERIENCE.**

**DATA ENTRY :**

ISLAMIC CENTER FOR EDUCATION AND RESEARCH 2013 - 2015

**ROLES AND RESPONSIBILITIES:**

* Prepare, Compile And Sort Documents For Data Entry
* Check Source Documents For Accuracy
* Verify Data And Correct Data Where Necessary
* Obtain Further Information For Incomplete Documents
* Update Data And Delete Unnecessary Files
* Combine And Rearrange Data From Source Documents Where Required
* Enter Data From Source Documents Into Prescribed Computer Database, Files And Forms
* Transcribe Information Into Required Electronic Format
* Scan Documents Into Document Management Systems Or Databases
* Check Completed Work For Accuracy
* Store Completed Documents In Designated Locations
* Respond To Requests For Information And Access Relevant Files
* Print Information When Required
* Comply With Data Integrity And Security Policies
* Maintain Own Office Equipment And Stationery Supplies.

**DATA ENTRY OPERATOR**

**OSRAT MMK , KAMPALA, UGANDA JAN 2015 – AUG 2016**

**ROLES AND RESPONSIBILITIES:**

* 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.

**KEY COMPETENCIES**

* Able to handle responsibility and pressure.
* High literacy and numeracy skills.
* Physically fit with the required stamina to stand for long periods of time.

**EDUCATIONAL QUALIFICATION**

High school certificate BUZIGA ISLAMIC INSTITUTE  **2008**

REFERENCES: Available upon request.

PERSONAL DETAILS

DUBAI

DEIRA

United Arab Emirates

Languages : Arabic & English

Gender : Male

Visa status : Visit Visa

Marital status : single

E: f[**FAHIIM.337084@2freemail.com**](mailto:FAHIIM.337084@2freemail.com)

Joining : Immediately

Nationality: Ugandan

AREAS OF EXPERTISE

* 4+ years’ experience in sales
* Fluent in Arabic and English
* Customer service
* Merchandising
* High Street brands
* Cashing up procedures
* Up selling
* Promoting new products
* Report writing
* Product launches
* Data entry skills

PERSONAL SKILLS

* Having a warm, friendly & engaging personality.
* Career-minded and professional at all times.
* Highly presentable, outgoing and sociable.
* Thrives in a fast paced environment.
* Able to understand a customer’s needs.
* Ability to use own initiative.
* Taking responsibility for personal development and actively seek opportunities for improvement.
* Strong sense of responsibility and desire to get things done properly.
* Can work to budgets and deadlines.