

Mohammad Mahmoud Abdul Karim Al-Fares

Data Entry Clerk

Irbid, Jordan | 0796981684 | mahommad359@gmail.com

Objective

High school graduate with specialized training in data entry. I have a high typing speed on the keyboard, the ability to learn quickly, and a strong commitment to accuracy. I am seeking to join a team as a Data Entry Clerk to put my skills to work and further develop them within a professional environment.

Education

General Secondary Education Certificate (Tawjihi)

Jordan

Training

Data Entry Training Course [Hands-on Training]

Specialized Training Center

Skills

- ✓ Accurate and efficient data entry
- ✓ Fast keyboard typing
- ✓ Quick learning and adaptability to new work environments
- ✓ Efficient use of the internet and email

Languages

Arabic — Native (Fluent)

English — Intermediate (B1)