

Diyaa Thalji

Data entry Candidate

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Ibn-Kathir Street
Irbid, Eastern District

+962785302777
diyaa23.thalji@gmail.com

Skills

Hard & Technical Skills

- **Data Entry & Typing:** Fast typing speed (60+ WPM), 10-Key numerical data entry, touch typing, high accuracy rate (99%+).
- **Software & Tools:** Microsoft Excel (Advanced: VLOOKUP, Pivot Tables, Formulas), Google Sheets, Microsoft Access, CRM systems (Salesforce, HubSpot), ERP software (SAP).
- **Database & File Management:** SQL basics, database maintenance, data cleansing, file organization, record keeping, indexing.
- **Document Processing:** Electronic Document Management Systems (EDMS), optical character recognition (OCR) tools, MS Word, Google Docs, PDF manipulation.

Soft & Operational Skills

- **Attention to Detail:** Error detection, quality assurance, proofreading, transcription accuracy.
- **Time Management:** Task prioritization, meeting tight deadlines, high-volume data handling, multi-tasking.
- **Data Security & Integrity:** Knowledge of data privacy standards (GDPR, HIPAA compliance where relevant), confidentiality, data validation.
- **Communication & Clerical:** Basic administrative support, email communication, problem-solving, team collaboration.

Experience

Freelancer / Private Teacher

JULY 2025 - SEPTEMBER 2025, ONLINE VIA GOOGLE MEET

I've taught a subject related to Chemical Engineering for my colleagues in the university

Extensya / Customer Service Representative

JANUARY 2025, EXTENSYA HQ, IRBID, NEAR LUMINOS COLLEGE

I've participated in a training to get a job with the mentioned company, but they didn't choose me as a candidate for the job.

Education

Omar bin Al-Khatib Secondary Comprehensive School / High School Degree

SEPTEMBER 2019 - AUGUST 2020, AMMAN, JABAL AL-HUSSEIN

I've been considered as one of the best students in the school regardless of 1 year delay and passing the high school certification exam with 89.6% average degree across all subjects (scientific branch).

Al-Balqa' Applied University / BSC in Chemical Engineering

OCTOBER 2020 - SEPTEMBER 2026, AL-HUSON COLLEGE UNIVERSITY, AL-HUSON, IRBID

I've spent my whole studying career in this university via getting a partial fellowship from MOHE that covers 45 credit hours across 3 semesters. For private reasons I couldn't get the degree in 3.5 years

Certifications

The following 4 Certifications are given by Jordanian Engineers Association (JEA):

- 1- Water Treatment for Steam Boilers (September 17, 2022)
- 2- Fundamentals of corrosion and corrosion control (October 18, 2022)
- 3- Azeotropic separation using membrane technology - Recent Technology (October 26, 2022)
- 4- ISO/IEC 17025:2017 "General Requirements For The Competence Of Testing & Calibration Laboratories" (September 9, 2023)