

Fouad Fathy Noman Fahim



Address: Obour City, Qalyubia Governorate
Phone 01010285436
Email fouadfathy821@gmail.com fouadfathy821@outlook.com
Nationality: Egyptian
Marital Status: Single
Military service: Deferred (Student)

Objective

I am dedicated to my career with strong experience in data entry, proven organizational and accuracy skills. Currently, I'm studying web programming to enhance my technical abilities and contribute effectively to company goals.

Work Experience

Mateka Egypt for hotel equipment – Data entry

August 2024- Present

- Entering and maintaining data with a high level of accuracy and Ensuring data integrity and consistency across systems.

Top Net office – Data entry

December 2023- August 2024

- Entered and managed large volumes of data efficiently and high accuracy.

Talabat – Delivery

June 2023 – January 2024

- Delivered customer orders on time while ensuring accuracy and Provided excellent customer service during deliveries.

Nali Pharma Medicine store – Preparing orders

June 2023- July2023

- Prepare and organize orders for delivery and assist in inventory management and stock verification.

NTT-Altawakol Electricity – Data entry

July2021- February2023

- Managing data entry tasks related to orders and workers and Collaborate with team members to ensure accurate processing of data and development of work

Taher Tree-Mobile accessories – Marketing and Sales

September 2022- July2023

- Carrying out sales and marketing activities for mobile phone accessories and working to build customer relationships and a database to drive sales growth.

Uni -Sharm Factory – Production line and operator-B

January 2019- March 2021

- Work on production lines to ensure product quality and efficiency.
- Operating machinery and adhering to general safety and occupational health guidelines.

Skills

- Data Entry
- Teamwork
- Communication
- Leadership
- Time Management

Courses and Certifications

- ICDL (Microsoft office)
- Front End Development (Online Course)

Education

- **Al-Alsoun Higher Institute – Management Information Systems**
(Currently in the fourth year)
- **Al-Obour Industrial Joint School for Dual Education and Training (Mubarak Cole)**
Graduated 2021

Languages

- **Arabic** Very good
- **English** Good