



ALAELDEEN OSMAN ELOBAID OMER

NOT WORKING

SUMMARY

Data Entry Officer with more than 3 years' experience

In addition to a security and safety guard with two years' experience

In addition to a network technician with one-year experience

In addition to a training course in the introduction and processing of claims from Prime Health Medical Services company.

CONTACT



E-mail

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Mobail

0545495860



Birth

05 August 1987



Drivers

License UAE



Nationality

Sudanese



Residance

Resident

SKILLS

- ★ The ability to work in the shift system.
- ★ Good handling of Microsoft Office programs Excel, Word and Outlook.
- ★ The ability to print quickly at a rate of 40 words per minute.
- ★ the skill of communicating with others.
- ★ The ability to team work.
- ★ Time management ability.

LANGUAGE SKILLS

Arabic - advance

English - Intermediate

HOBBIES

Traveling - Swimming - Football

Reading

Experience

Feb 2020

● Data entry (1-year)

Nariz Engineering and Technology Company for Security and Safety Services

Feb 2021

Entering all documents and transactions in the company's system and dealing with customers and technical support services

Jan 2019

● Trainee bank employee (1 year)

Faisal Islam Bank

Jan 2020

I worked and trained in a number of departments, including Department of electronic archiving, bank cards section, customer service department, general accounts department, and department

Jan 2018

● network technician (1 year)

Test Laboratories Medical Company

Jan 2019

Monitoring and maintenance Laboratory network and provide technical support to employees

Dec 2013

● Security and safety guard (2 years)

AL-Hadaf services company

Dec 2015

Securing money until it reaches the banks

Jul 2012

● Computer technician (1 year)

Khartoum North Municipality

Jul 2013

Entering employee data in the management system and arranging files

Jul 2011

● Computer technician (1 year)

Ayman Technology Center for Internet Services

Jul 2012

Print copy and scan documents

EDUCATION

Dec 2006

● Information technology banking

Jordanian Sudanese college for technology and science

July 2011

Training courses

May 2014

● Data Entry

At Prime Health Medical Services Company

July 2014

A one-month training course in entering claims into the company's system