



ASHRAF DIEGHEM

Diligent and accurate Data Entry Specialist aiming to achieve efficiency and effectiveness in inputting information and data into the company's systems with precision and speed. I aspire to work in an environment that motivates me to enhance my skills and contribute effectively to the success of projects and daily activities within the company

PERSONAL

- Name**
Ashraf Dieghem
- Address**
Dubai_UAE
- Phone number**
+971524033787
- Email**
ashrafdieghem543@gmail.com
- Date of birth**
07-07-1997
- Place of birth**
Egypt

INTERESTS

- Journaling
- reading



WORK EXPERIENCE



Jan 2021 - May
2023

data entry
[Vodafone eg](#)

Data Entry: Collecting data and information from various sources and entering it accurately and efficiently into designated databases.

Record Updating: Ensuring the regular update of data and information to maintain accuracy and continuity.

Data Review: Verifying the accuracy and completeness of entered data to meet required standards.

Confidentiality Maintenance: Handling sensitive information and data with utmost confidentiality and ensuring it is protected following security standards.

Team Collaboration: Communicating and coordinating with other team members to ensure the incorporation of all updates and requirements.

Reporting and Analysis: Compiling data and preparing simple reports about results and essential information when needed.



EDUCATION AND QUALIFICATIONS



May 2019 - Aug
2015

Bachelor of Arts in Education
[egypt](#)



SKILLS

English skills



Microsoft office

