

ABDELMEGUID MOHAMED MANSOUR

Executive Secretary - Data Entry

Personal Information:

- Date of Birth: 07-01-1983
- Nationality: Egyptian
- Residence Country: Saudi Arabia - Riyadh City
- Mobile Number: +966511319585
- Email: abdulmegeedmohamed@gmail.com

Qualifications:

- Holds a Bachelor's degree in Law from Assiut University with a general grade of good.

Experience:

- Working as a data entry clerk at Qimmat Al-Injaz Library for Copying and Imaging - Kingdom of Saudi Arabia (2022 – 2024).
- Working as an executive secretary at the Arab Company for Refrigeration and Air Conditioning - State of Kuwait (2017 – 2019).
- Working as an executive secretary at the United Company for Engineering Services - State of Kuwait (2014 – 2017).

Personal Skills:

- Excellent use of the computer.
- Full knowledge of using Microsoft Office programs (Word - Excel - PowerPoint).
- Dealing with electronic files of all types, especially PDF files.
- Creating and designing all official administrative and governmental forms.
- Archiving, indexing, and numbering files to facilitate handling.
- Full knowledge of computer components.
- Printing official correspondence, distributing incoming mail, and preparing outgoing mail.
- Ability to handle work pressure and dedication to work performance.
- Mastery of work and striving for the best.

Languages:

- Arabic: Excellent
- English: Average