

Belal Ashraf Abdulfatah Nasef

Data Entry Clerk



052 570 7951



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Dubai, Dubai 1113

CAREER OBJECTIVE

Efficient data entry professional promotes skills in data entry, database management, and customer service. Proven ability to accurately and efficiently enter data into a variety of database systems. Skilled in troubleshooting database issues and providing technical support to customers.

SKILLS

Data Entry

Data Review and Verification

Microsoft office

Use all Office services with the ability to send emails

Customer service

Customer experience

Resolving and following up on all customer complaints

Sales executives

Answer calls

Handling cash

EXPERIENCE

DATA ENTRY CLERK, Dubai , Dubai

REDHA AL ANSARI EXCHANGE, October 2021–October 2023

- Customer service and front office operations including but not limited to remittance operations, cash operations, WPS operations, processing all sub products of company, lobby management etc.
- Attending customer complaints and reporting the manager/supervisor the nature of complaints received.
- Filing of routine documents such as daily vouchers, letter etc.
- Update themselves on Anti- Money laundering/CFT and know your customer policy.
- Generated and maintained weekly and monthly reports of data entry progress.
- marketing as and when directed by superiors
- Generated and maintained weekly and monthly reports of data entry progress.

EDUCATION

BACHELOR OF ARTS (B.A.) IN ENGLISH LITERATURE, Shibin El Kom, Manoufia

Manoufia university , July 2020

CERTIFICATIONS

- Passport A04235028
- Employment certificate: RP232993846AE

LANGUAGES

- **Arabic**
Native

- **English**
Advanced

ADDITIONAL INFORMATION

I've been trained in some of these skills

1-AML/CFT Sanction Compliance.

2-Customer Service: CST

3- IT & Cyber Security

4-Risk & Fraud Management