

Ahmed Bayahya

Al-Hada, Jeddah, 22454

0507831645

ahmedbayahya2@gmail.com

Summery

Highly skilled and dynamic data entry specialist with 3+ years of experience working with data entry systems to support and enhance business processes. Adept in maintaining organized filing systems by entering, reviewing and editing data to ensure completeness and accuracy.

Professional Experience

Data Entry Specialist, Abdul Khaleq Saeed Sponge, Jeddah.

June 2019 - Current

- Enter text based and numerical information from source data into Microsoft Dynamics AX within time limits.
- Respond to queries for information by accessing relevant files and providing reports as required.
- Work independently to accurately input work order data in the company database, identify missing details and follow up with clients to ensure records are complete and accurate.
- Explored required data and built reporting delivers in the given time frame.

Health and Safety Internship, Jeddah Cable Company, Jeddah.

May 2019 – June 2019

- Ensuring workers wear appropriate personal protective equipment.
- Air Monitoring of confined spaces.
- Evaluated hazardous operations and proposed controls in both laboratory and non-laboratory settings.
- Executed daily operations of all aspects of on-the-job safety.

EDUCATION

Diploma, Health and Safety

May 2018

Laureate College, Jeddah

Skills

- Language: English, Arabic.
- Technical Skill: Microsoft Dynamics AX.
- Strong verbal and written communication skills.
- Data integrity and security.
- Maintain accurate records.
- Teamwork.
- Problem-solving.
- Computer skills.
- Handling data entry items and duties with care.