

# ALANOUD ALAKIL

DATA ENTRY

## CONTACT

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- 👤 21\4\1991
- 👤 nationality: Saudi.

## SKILLS

### SKILLS

MS office	<div style="width: 80%;"><div style="background-color: #e91e63; height: 10px;"></div></div>
Managing files	<div style="width: 70%;"><div style="background-color: #e91e63; height: 10px;"></div></div>
Presentations	<div style="width: 60%;"><div style="background-color: #e91e63; height: 10px;"></div></div>
DATA ENTRY	<div style="width: 90%;"><div style="background-color: #e91e63; height: 10px;"></div></div>

### LANGUAGES

ARABIC	<div style="width: 95%;"><div style="background-color: #e91e63; height: 10px;"></div></div>
ENGLISH	<div style="width: 60%;"><div style="background-color: #e91e63; height: 10px;"></div></div>

## MEMBERSHIP

- ✓ **international computer driving license (ICDL) UN12201201.**

## PROFILE

hardworking business management graduate with proven leadership, organizational, and product-development skills seeking to apply my abilities of position as data entry.

## EXPERIENCE

### **data entry, Amman**

**Al-Safa'a company | 4/2012-10/2012**

Training at Al-Safa'a as a data entry operator and doing work on computer programs such as MS office and data programs.

## EDUCATION

### **Management information systems**

**Queen Aliaa community college, Amman | 2010-2012**

Studying in the Financial and Administrative Sciences program as a specialization in Management Information Systems, grade is Good

## COURSE

### **INTERNATIONAL COMPUTER DRIVING LICENSE (ICDL)**

**ECDL FOUNDATION, Amman | 10/2015**

Obtaining an international license to use a computer with a registration number UN12201201

### **COMPUTER AND SOFTWARE TURNKEY COURSE**

**Hawari Academy Cultural Center, Amman | 2010**

Completing the computer and software turnkey courses in an 78 hour, with successfully taking the exams.