

# **Eslam ELsawy**

- Badr - ALbuhirah - Egypt
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## **Objective**

- Data Entry and IT Specialist with over 5 years of experience in using computers and Microsoft Office, providing analytical data to assist in decision making and committed to maintaining integrity and accuracy in all required tasks.

## **Experience**

- Data entry and storekeeper for a medical equipment and supplies company
- Data Entry and IT Specialist for a company MNT

## **Education**

- Higher Institute of Administrative Sciences
- Bachelor of Management Information Systems

## **Skills**

- Excellent attention to detail and precision in practical preparation
- Working in a civilized and upscale work environment
- Identify risks and problems and work to solve them as quickly as possible.
- Ability to work stably and as part of an outstanding team
- Effective communication skills, both written and oral
- Strong and quick understanding of business policies and quick response

## **Computer Skills**

- Microsoft Programs. - Data Analysis Software. - Email Management.

## **Courses :**

( ICDL - CS50 - Technical Support)