



**Yousif Imad Yousif Abdalla**  
Data Entry & Customer services

Data Entry & Customer services with two years experience currently seeking for full time position in an environment that offers a greater challenge and where i can optimize my customer service skills and Data entry to assist company efficiently.

### Contact Info

	0507823495
	Yousif.imad993@gmail.com
	Male
	07/04/1993
	Single
	United Arab Emirates
	Sudanese

### Skills

- Computer programming
- Fast typing ( Arabic& English)
- Team work
- Work under pressure
- Good Analytical Skills
- Excellent Communication Skills

### Languages

Arabic	Native
English	Advanced

### Interests

- Running
- Writing
- Reading

### Experience

05/2018 - 06/2020

#### AL Sarem typing & Printing Services / Al Dafra Area Ghayathi - Abu Dhabi

Data Entry

- Receiving transactions and entering basic information into Word and Excel .
- Working on the Emirates ID system .
- Working on the Echanal system for family residency visa .
- Writing financial invoices in Excel and Word .
- Writing daily reports .
- Send and reply to emails .

### Education

2017

#### Osmania university Bachelor - Commerce (Electronic Commerce)

Hyderabad / India

2010

#### Burahma Boyes school highSchool - High school

Aldafra area Ghayathi / Abu Dhabi

### Courses

06/2016

#### Diploma in M.S office Elite Educational Academy

- Word
- Excel
- Power point
- Photo shop