



**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