HASAN AL MAHMOOD

Jeddah, Saudi Arabia
+966563723856
riadvai@yahoo.com

PROFESSIONAL SUMMARY

Productive Data Entry Clerk with 7 years of experience accomplishing data entry projects on time and often ahead of schedule. Accuracy-driven when entering information by checking for errors. Extensive training and experience in SAP. Adaptable Data Entry Clerk with 7 years of success managing database systems. Independent problem-solver operating with precision and accuracy. Expert in data audits and migrations. Systematic Data Entry Clerk with 7 years of experience in organizing and managing data. Trained in database systems management using various technology platforms. Efficient in overseeing project deadlines by prioritizing and communicating with teammates.

SKILLS

- Database management
- Data entry
- Report development
- Mail handling
- Administrative support
- Document storage and backups
- Word processing
- Document formatting

WORK HISTORY

Data Entry Clerk   11/2014 to Current
Binzagr Company - Jeddah, Saudi Arabia

- Automated task systems as instructed by supervisor, leading to increased departmental efficiencies.
- Organized, sorted, and verified input data against original documents.
- Kept optimal data quality levels to prevent critical errors and support team performance targets.
- Maintained accurate records by regularly reviewing and updating client files and databases.
- Managed documents within company databases, keeping accurate records of critical information.
- Greeted customers promptly and professionally, providing friendly, knowledgeable assistance.
- Welcomed guests and clients in an upbeat and friendly manner.
- Maintained all office files, both electronic and hard copies.
- Responded to telephone enquiries from clients, vendors and members of the public.

Office Secretary   08/2007 to 04/2014
King Abdulaziz Int'l Airport Clinic - Jeddah, Saudi Arabia

- Managed clerical needs of employees, including administrative support, file management and stationery supplies.
- Scanned and uploaded documents into digital filing system.
- Received requests for meetings and appointments, updated calendar, and organized spaces and materials.
- Operated multi-line phone systems, handling high volume of calls daily.
- Processed incoming and outgoing parcels and correspondence for staff.
- Completed data entry projects, verified accuracy, and assigned classifications to information.

Front Desk Medical Receptionist   05/2004 to 07/2007
King Abdulaziz Int'l Airport Clinic - Jeddah, Saudi Arabia

- Welcomed patients with warmth and kindness, ensuring smooth booking and checking in processes.
- Scheduled patient appointments using electronic booking system, providing additional confirmation through telephone service.
- Updated patient records as required for continued accuracy and compliance.
- Completed clerical duties and tasks for clinic administration.
  Used computerized data management systems to organize immense datasets and coordinate care details for large patient bases.

EDUCATION
National University - Bangladesh

Omar Gani M.E.S. College - Chittagong

Sandwip Ideal High School - Sandwip, Chittagong

LANGUAGES
- **Bengali**: Native language
- **English**
- **Hindi**
- **Arabic**

Holding Valid Driving License