

AHMED SALAH AHMED

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ABOUT ME

I am a professional in data entry and graphic design with six years of experience in data management, recruitment, and digital content creation. I excel in data entry with both speed and accuracy, and I possess advanced skills in utilizing design software to produce innovative visual and educational content. My objective is to leverage my expertise in information systems and e-learning to attain the highest standards of quality and creativity within a professional work environment.

PRACTICAL EXPERTISE

HR and Recruitment Officer - Andalus Pharma

- Design and implement employee performance evaluation forms to assess and quantify workflow efficiency.
- Overseeing the complete recruitment process, from talent attraction to interviews and candidate selection.
- Tasked with the design and implementation of training programs for new employees to facilitate their swift integration into the workplace.

Data Entry - El-Ezaby Pharmacies

- Inputting and updating essential data in systems and databases with efficiency and precision.
- Conducting regular reviews and audits of information to verify its accuracy and completeness prior to final storage.
- Organizing electronic archives and files to facilitate easy access and prompt retrieval of information as required.

Data Entry - Al-Sawah Corporation

- Processing and inputting substantial volumes of data into the company's systems and databases with exceptional efficiency.
- Auditing records and validating data integrity to ensure the absence of administrative errors.
- Systematizing and structuring digital files to improve administrative efficiency and promote information exchange.

Graphic Designer and Educational Content Developer - Data Computer Services Center

- Creating and developing interactive educational visual materials designed to assist educators in enhancing their teaching methodologies.
- Creating visual identities, logos, and graphic materials for clients that align with their business goals.
- Producing and processing promotional and educational videos through the application of editing and motion graphics techniques (Adobe Premiere & Animate).
- Formatting scientific papers and research with professional precision in accordance with academic guidelines and international journal standards.

Content Writer at Media Lab

- Developing innovative and captivating content that aligns with the visual identity of brands and their marketing goals.
- Crafting and composing professional scripts for advertising, educational, and visual content videos.
- Conducting comprehensive research and collecting information to guarantee the precision and dependability of the texts and materials presented.

Graphic Designer at RGB

- Design and develop advertising and visual materials that accurately embody the brand identity.
- Developing compelling designs for marketing campaigns across diverse digital platforms and social media.

EDUCATION

Bachelor of Science in Management Information Systems — **2019-2023**

Pharaohs Institute of Systems and Information

Diploma in E-Learning — **2024**

Information Technology Institute (ITI)

SKILLS

Technical Proficiencies (Professional):

- **Data management: Data entry and analysis, database administration, and comprehensive proficiency in MS Office (Excel, Word) and Google Sheets.**
- **Design and editing tools: Adobe Photoshop, Illustrator, Premiere, Animate CC, Audition, Camtasia Studio.**
- **E-learning: Articulate Storyline, implementing SCORM standards, and managing Learning Management Systems (LMS).**
- **Web Development: Core Principles of HTML, CSS, JavaScript, and XML.**
- **Content development: Storyboard composition, linguistic formatting, and citation formatting for scientific references.**
- **Interpersonal competencies:**
- **Leadership competencies, collaborative abilities, and proficiency in effective problem-solving.**
- **Exceptional communication and presentation abilities (Skilled Presenter).**
- **Exceptional precision, adaptability, and a rapid capacity for learning.**