

AMEL BEL HAJ DAOUED

DATA ENTRY OPERATOR

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SUMMARY

Detail-oriented data entry specialist with 2+ years of experience ensuring data accuracy and integrity. Proficient in Microsoft Excel, Access, and data management systems. Proven ability to maintain high levels of precision while meeting tight deadlines.

PROFESSIONAL EXPERIENCE : FREELANCER

Data Entry Assistant – WordPress CMS

April 2025

- Entered and organized hundreds of records and content pages into the WordPress CMS for a travel agency application, including reservation details and hotel information.

Database Practice – SQL & MongoDB

October 2024

- Arranged and validated hundreds of data users in a social media application using SQL and MongoDB, ensuring data accuracy, consistency, and proper database organization.

Web Development Knowledge

December 2023 - April 2025

- Prepared and executed web applications using HTML, CSS, PHP, MySQL, React.js, Node.js, and MongoDB, and systemized CMS solutions with WordPress.

SKILLS

- Maintained a consistent typing speed of 70–85 WPM with 98–99% accuracy, including during long shifts of up to 8 hours.
- Processed more than 200 invoices per day with 99.9% accuracy.
- Reduced data entry errors by 20% by implementing a double-check system.
- Managed and updated customer databases of 5000 + records in Excel, including data cleaning and validation.
- Good communication skills both verbal and written

TECHNICAL TOOLS & SOFTWARE

• Microsoft Excel / Word /Access	• MySQL / Microsoft SQL Server	• Trello
• Google sheets / Google docs	• MongoDB / Firebase	• Microsoft Teams
• HTML / CSS / PHP	• CMS (Wordpress)	• Zoom

EDUCATION

National Diploma in Informatique Technology

September 2020 - June 2023

Higher Institute of Technological Studies of kairouan

Relevant Coursework :

- Database Management
- Data Structures and Algorithms
- Business Intelligence Systems

Bachelor of Computer Science

June 2020

LANGUAGES

- Arabic (Native)
- English (Advanced)
- frensh (Intermediate)