



# Momen Saied Selima

## Data Entry Specialist

Phone: +971-56-633-1028    Email: momensaied335@gmail.com    Address: Ras Al Khaimah, United Arab Emirates

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### OBJECTIVE

Motivated and adaptable graduate in Information Systems, seeking a position in administration, data entry, or customer service where I can apply my organizational, communication, and technical skills. Committed to continuous learning, problem-solving, and contributing effectively to team success in a dynamic work environment.

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### EDUCATION

**Bachelor's in Information Systems-Grade (good)** **2023**

Alexandria Academy of Management, Information Systems and Accounting

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### EXPERIENCE

**Data Entry Specialist** **2024 – 2025**

Egyptian Armed Forces , Cairo- Egypt

- Entered, updated, and maintained records with accuracy
- Handled confidential information in a secure manner
- Ensured data consistency and compliance with systems

**Sales Representative** **2021 – 2023**

2B Egypt , Alexandria- Egypt

- Provided excellent customer service and product advice
- Assisted customers in making purchase decisions
- Managed stock and organized product displays

**Volunteer Organizer** **2020 – 2021**

Directorate of Youth and Sports , Alexandria- Egypt

- Coordinated logistics for sports and youth events
- Collaborated with team members to manage activities and solve on-ground issues
- Ensured smooth and engaging experiences for participants

**Cashier** **2017 – 2020**

Hosny Grills & Seafood Restaurant , Alexandria- Egypt

- Managed daily cash transactions accurately
- Handled customer orders and inquiries
- Maintained cleanliness and organization of the counter area

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### SOFT SKILLS

- Communication & Interpersonal Skills
- Negotiation & Critical Thinking
- Teamwork & Collaboration
- Work Under Pressure
- Fast Learner & Technologically Adaptable
- Strong Work Ethic and Eagerness to Learn

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## COMPUTER SKILLS

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- Microsoft Office (Word, Excel, PowerPoint)
- Data Entry and File Management
- Internet Research and Browsing
- Social Media

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## LANGUEGES

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- Arabic: Native
- English: Good (Written & Spoken)

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## PERSONAL DATA

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- Nationality : Egyptian
- Date of Birth: August 30, 2001

## CONTACT

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## COVER LETTER

Dear Sir,

I hope you are doing well.

My name is Momen Saied Selima, and I hope this letter finds you well. I am writing to express my sincere interest in a position within your esteemed organization, particularly in the fields of administrative support, data entry, customer service, or IT-related operations.

As a recent graduate with a Bachelor's degree in Information Systems from the Alexandria Academy of Management and Accounting, I have developed a strong foundation in data handling, systems analysis, and technology-based operations.

My academic background, coupled with diverse practical experiences, has equipped me with the ability to adapt quickly, learn new tools, and thrive in dynamic work environments.

Throughout my career, I have worked in roles that strengthened my interpersonal, organizational, and problem-solving skills. From managing customer interactions and cash operations at Hosny Restaurant, to coordinating youth events with the Directorate of Youth and Sports, and working as a Sales Representative at 2B Egypt, I have developed a deep understanding of client needs and operational efficiency.

Most recently, I served as a Data Entry Specialist in the Egyptian Armed Forces, where I ensured accuracy and integrity in handling sensitive records and contributed to the smooth workflow of administrative tasks.

I am proficient in Microsoft Word, Excel, PowerPoint, and social media platforms, and possess a solid command of English alongside my native Arabic.

I am known for being a fast learner, a team player, and someone who performs well under pressure with a strong work ethic and commitment to growth.

I would be honored to contribute my skills and enthusiasm to your team and support your operational goals with diligence and professionalism.

Please find my CV attached for your review.

I look forward to the opportunity to further discuss how I can be an asset to your organization.

Thank you for your time and consideration.

Kind regards,

A handwritten signature in black ink that reads "Momen Saied". The signature is written in a cursive, flowing style.