



MAHMOUD ABDALLAH ABDELAZIZ AHMED

- Egypt
- cairo ,egypt
- 20-07-1993
- male
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PROFILE

Results-driven Management Information Systems (MIS) professional with experience in business administration, data management, website design, and Microsoft Excel. Skilled in analyzing and organizing data, preparing reports, managing business operations, and using technology to improve workflow and productivity. Proficient in Microsoft Excel and various digital tools, with strong problem-solving, communication, and organizational skills. Seeking an opportunity to contribute my technical and business knowledge to a professional and growth-oriented organization.

EDUCATION

2012 → 2016
Cairo Higher Institute

Management Information Systems (MIS)

WORK EXPERIENCE

2018 → 2019
Data Entry Bank (CIB)
Cairo, Egypt

- Entered, updated, and maintained accurate data and records.
- Reviewed and verified information to ensure accuracy and consistency.
- Used Microsoft Excel and digital systems to organize and manage data.
- Maintained confidentiality while handling sensitive information.
- Prepared and organized reports and documents as required.

2019 → 2020
Internet Networks in Schools
Egypt

- Installed and configured internet networks in schools.
- Provided technical support for network connectivity and internet access.
- Troubleshoot network and connectivity issues.
- Assisted with maintaining computers, network devices, and related equipment.
- Supported users and ensured reliable day-to-day network operations.

2017 → present
Freelance Web Developer & Website Designer
cairo, Egypt

- Design and develop professional websites based on client requirements.
- Build responsive websites optimized for desktop, tablet, and mobile devices.
- Develop user-friendly interfaces with a focus on usability and performance.
- Manage website content, updates, and ongoing maintenance.
- Work with clients to understand their needs and deliver customized web solutions.
- Use modern web technologies and tools to build and maintain websites.

PERSONAL SKILLS

- ✓ Task Management and Problem-Solving Skills
- ✓ Ability to Work Independently or as Part of a Team
- ✓ Ability to Work Under Pressure
- ✓ Time Management and Organization
- ✓ Strong Communication and Interpersonal Skills

SOFTWARESKILLS

Microsoft excel	
Website Design and Development	
Microsoft Power Point	
Microsoft Word	
WordPress Website Development	
Data Management and Organization	

LANGUAGES

English	
Arabic	

HOBBIES

 DEAL Business	 Technology	 Football
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