

# Wissam Abd El Malak

Lebanon

+961 70 695 238

abdelmalakwissam09@gmail.com

---

## Professional Summary

Detail-oriented and reliable professional with strong Excel skills and hands-on experience in data entry, data verification, and basic reporting. Trained in data handling and accuracy through the Simplilearn Data Analytics course. Seeking a full-time Data Entry Operator role to contribute to accurate and organized data management.

## Education & Certification

**Data Analytics Certification** – Simplilearn Platform

## Technical Skills

- Microsoft Excel (data entry, formulas, pivot tables, charts)
- Data entry and data verification
- Data cleaning and formatting
- Basic reporting and record management

## Projects / Experience

**Excel Sales Data Project** - Entered, cleaned, and organized sales data in Excel - Verified data accuracy and corrected inconsistencies - Calculated totals and summarized regional performance - Created basic charts to support reporting and decision-making

## Optional Sections (if space allows)

**Soft Skills:** Detail-oriented, organized, reliable, time management, teamwork

**Languages:** Arabic (native), English (proficient)