

Osman Sharif

Mount Lebanon, Lebanon | +961 3 839498

Osmansharif488@gmail.com | [LinkedIn](#)

Professional Summary

Detail-oriented Management Information Systems graduate with strong interest and hands-on academic experience in data management, data validation, and reporting. Skilled in data entry, data cleaning, database querying (MySQL), and Excel analysis, with a solid understanding of data accuracy and quality control. Comfortable working with structured data, monitoring datasets, and supporting data-driven operations. Fluent in English and Arabic, with strong communication and organizational skills.

Core Skills

Data Management & Quality

- Data entry, data validation, and data cleaning
- Ensuring data accuracy, consistency, and completeness
- Basic data monitoring and issue identification
- Structured data handling and documentation

Reporting & Analysis

- Microsoft Excel (Pivot Tables, formulas, filters)
- Basic reporting and performance tracking
- Data transformation for reporting purposes
- Analytical thinking and attention to detail

Technical tools

- MySQL (data querying and manipulation)
- Python (basic scripting for data tasks)
- Microsoft Office (Excel, Word, PowerPoint)
- Tableau & Power BI (basic dashboards and visualizations)
- AWS fundamentals (cloud and data concepts)

Communication & Collaboration

- Strong written and verbal communication

- Ability to respond to internal data requests
- Translate data findings into clear insights
- Team collaboration and requirement gathering

Education

Bachelor's degree in Management Information Systems
Lebanese International University | Fall 2021 – Spring 2024

Projects & Experience

Data Management Project (University Course)

- Managed and organized structured datasets as part of a data management coursework project
- Performed data entry, data validation, and data cleaning to ensure accuracy and consistency
- Applied data quality checks to identify missing, duplicate, and inconsistent records
- Documented data structures and processes to support clarity and reuse
- Supported basic reporting needs by preparing clean, well-structured datasets

Data Analytics project

- Built and managed structured datasets using MySQL
- Performed data entry, cleaning, and validation for reporting accuracy
- Executed basic queries to extract trends and insights
- Ensured data consistency across tables and reports

Data Visualization project

- Designed interactive Tableau dashboards to visualize business and performance data
- Cleaned and prepared datasets to ensure accuracy and consistency before visualization
- Built charts and KPIs to analyze trends, comparisons, and performance metrics
- Translated raw data into clear, actionable insights for decision-making
- Applied data storytelling principles to present insights to non-technical audiences

Courses

- Data analytics
- Data visualization
- AWS AI essentials
- AWS cloud computing

Languages

- English (Fluent)
- Arabic (Fluent)
- Turkish (Intermediate)

Additional Information

- Strong attention to detail and accuracy
- Ability to prioritize tasks and meet deadlines
- Quick learner with strong interest in data operations and administration