

MOHAMMAD MAHDI ZAKAR

DATA SCIENCE STUDENT | DATA ENTRY

Hadath, Lebanon | +961 70 510 418 | mahdialdakar@gmail.com

PROFESSIONAL SUMMARY

Final-year Data Science student with hands-on data entry experience managing member records, attendance, event logistics, and financial data. Strong command of Microsoft Excel and Google Sheets, with a technical foundation in SQL, Python, and data cleaning. Accurate, detail-oriented, and reliable with structured data; seeking a data entry internship where consistency and data quality matter.

SKILLS

Data Entry & Management: Microsoft Excel, Google Sheets, Data Cleaning & Validation, Records Management, Paper-to-Digital Migration, Data Accuracy

Programming & Databases: Python, SQL, pandas, NumPy

Data Analysis & Tools: Exploratory Data Analysis, Spreadsheet Modeling, Google Colab, Microsoft Office, POS Systems

Languages: Arabic (native), English (good)

EXPERIENCE

Data Entry Assistant — AlMahdi Scouts, Lebanon, Aug 2025 – Nov 2025

- Entered and maintained member records, attendance logs, and event logistics data in Microsoft Excel and Google Sheets.
- Managed financial records, ensuring entries were accurate, consistent, and up to date.
- Migrated paper-based records to digital spreadsheets, improving accessibility and reducing manual errors.
- Reviewed and validated data across records to maintain data quality.

Cashier & Customer Service — Delicio Patisserie, 2023 – 2024

- Operated POS systems and handled cash transactions with accuracy.
- Logged and reconciled daily orders and sales records.
- Managed store operations and high customer volume in a fast-paced environment.

Sales Assistant — Local Sweet Shop, Qmatiyeh, 2022

- Served customers and processed sales while keeping records accurate and orderly.

Runner — Hargous Chicken, 2021

- Delivered orders accurately and coordinated with kitchen and service teams.

EDUCATION

BSc in Data Science — Lebanese University, 2024 – 2027 (expected)

Lebanese Baccalaureate — General Sciences, 2022