

Weldekidan Kuribachew Zeleke

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JOB INTEREST

Seeking full-time or part time employment as a Data Entry Clerk

PROFESSIONAL SUMMERY

Experienced Data Entry Clerk, with an educational background in Information Technology. I am proficient at maintaining a database by entering new and updated information. I am capable of producing results quickly and can work well to meet deadlines.

SKILL SUMMARY

- Organization documents
- Typing and Data Entry Skills
- Attention to Detail
- Managing Confidentiality of information
- Reviewing, correcting, deleting, or reentering data to ensure there is no duplication of data

EDUCATION

B.A in Business Ad.and information System
Diploma in Information Technology
Ethiopia
Secondary School Certificate
Pre-college Classes
Short term Microsoft office
U.S.A

Jimma University Ethiopia
Wolliso Technical College, Wolliso,

Government Sec. School, Ethiopia
Jimma High School, Ethiopia
Georgia Piedmont Technical college

PREVIOUS EXPERIENCE

Assistant Teacher	Clarkston First Baptist Academy	
Present		
Pastry Sales person	DeKalb Farmers Market, Decatur, GA	2013
Data Entry Clerk	Jimma University, Jimma, Ethiopia	2009

References are available upon request