

Mark Jan George Ayad

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📍 Egypt

Personal Information

- Date of Birth: 9/1994
 - Nationality: Egyptian
 - Military Service: Completed
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Education

Bachelor's Degree in Law
Faculty of Law – 2017

Professional Experience

Data Entry Specialist

Transit Company | 2021 – 2025

- Entered, verified, and maintained large volumes of data with high accuracy.
- Managed digital records and ensured data confidentiality.
- Coordinated with different departments to update and retrieve information efficiently.

HR Specialist

El Salam Trade | 2019 – 2021

- Managed recruitment processes including screening, interviewing, and onboarding.
 - Maintained employee records and handled HR documentation.
 - Supported employee relations and training initiatives.
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Skills

- Data Entry & Record Management
 - HR Recruitment & Onboarding
 - MS Office (Word, Excel, Outlook)
 - Communication & Coordination
 - Attention to Detail
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Languages

- Arabic: Native
- English: Good