

Fares Hossam Mohamed Hassan Arafa

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Professional Summary

Detail-Oriented Data Entry and Back Office Specialist With 3 Years of Experience in Managing Company Documents and Providing Technical Support for Environmental Tenders. Skilled In Catalog and Flyer Design, With Strong Knowledge of PC And Laptop Maintenance. Proven Ability to Combine Creativity, Accuracy, And Technical Expertise to Deliver High-Quality Administrative and Technical Support.

Work Experience

Back Office, Data Entry, Graphic Designer– **ETS Electronic co.** | Alexandria, Egypt
06/2022 – Present

- Technical Support for Environmental Tenders
- Created And Designed Product Catalogs
- Comprehensive Knowledge of All Routine Company
- Managed Technical Documentation and Provided Support for Government Tenders, Ensuring Accurate Preparation and Archiving.

Graphic Designer, Back Office,– **ITALIAN LED co.** | Milano, Italy
11/2024 – Present

- Created And Designed Product Catalogs Showcased on the Official Website of Italian LED (italianled.it), Enhancing Product Presentation for International Clients.
- Contributed to Building and Preparing Official Company Documents for Italian LED, Supporting Organizational Structure and International Operations.

Education

Bachelor's degree – Department of Anthropology, Faculty of Arts | Alexandria, Egypt
05/2021 – 05/2024

Skills

- Full Knowledge of AI Tools
- Microsoft Office 365
- PC & Laptop Maintenance
- PDF Editor (Any Type)
- Adobe Photoshop
- Adobe illustrator

Certifications

- Experience Certificate – ETS Electronic – 2022 to 2025