

NADIR ABUELGASIM ABDALLA ABBAS

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PROFESSIONAL SUMMARY

Experienced **Data Entry Specialist**, **IT Support Assistant**, and **Electronic Accounting Technician** with over 8 years of experience in healthcare administration, data systems, and public event coordination. Adept at using a wide range of computer software including QuickBooks, Excel, and medical data systems. Recognized for accuracy, organizational skills, and the ability to meet tight deadlines. Demonstrated success in **event safety operations**, **volunteer leadership**, and **accounting documentation**. Bilingual with a strong work ethic and a deep understanding of Qatar's work environment.

KEY SKILLS & COMPETENCIES

- Accurate Data Entry & Record-Keeping
- Electronic Accounting (QuickBooks, Cost Accounting, Financial Reports)
- Advanced Microsoft Office & ICDL Certified
- Administrative Support & Document Control
- IT Helpdesk & Technical Support
- Patient Information Management Systems
- Time & Workflow Management
- Regulatory Compliance & Confidentiality
- Event Safety and Crowd Management (FIFA Qatar 2022)
- Customer Service & Communication Skills
- Problem-Solving & Decision-Making
- Adaptability in Multicultural Environments

PROFESSIONAL EXPERIENCE

Event Safety Officer (FIFA World Cup Qatar 2022)

Committee for Security Operations – Doha, Qatar
Nov 2022 – Dec 2022

- Participated in public safety coordination for major international sporting events.
- Trained in emergency evacuation, incident reporting, and crowd control.
- Assisted in enforcing safety standards across entry points and public zones.

Data Entry & Administrative Technician

Tuga Specialized Hospital – Doha, Qatar
May 2015 – Dec 2018

- Handled high-volume data entry in a clinical laboratory environment.
- Maintained digital and paper records of test results, patient information, and lab reports.
- Worked directly with IT to troubleshoot data issues and ensure database integrity.
- Assisted with administrative duties including appointment scheduling and document archiving.
- Provided support during COVID-19 testing and reporting operations.

Sales Representative (Telecom Devices)

Al Ijtihad Telecom Services – Sudan
Aug 2013 – Feb 2014

- Delivered tailored solutions to clients regarding telecom equipment.

- Achieved monthly sales targets and maintained post-sale technical support.

IT Trainee – MIS Department

Sudanese Council of Accountancy & Audit – Sudan

Feb 2012 – Apr 2012

- Provided IT support for hardware and software installations.
- Helped digitize financial documents and backed up sensitive records.

EDUCATION

Diploma in Electronic Accounting

Alam Al Ghad Computer Institute – Sudan | 2012

Courses Completed:

- Financial Accounting | Cost Accounting | Project Management
- Feasibility Study & Financial Forecasting

Sudanese General Secondary Certificate

Graduation Year: 2008

CERTIFICATIONS & TRAINING

- **ICDL Certificate** – 7 Modules: Word, Excel, Databases, Presentations, IT Security, Computer Essentials
- **Security & Safety in Sports Events** – FIFA World Cup Qatar 2022 (Committee for Safety Operations)
- **Volunteer Workshop: Public Policy Development** – Qatar Voluntary Center
- **Certificate of Appreciation – Doha Tour Volunteer 2025** – Al Shaqab
- **Accounting Internship** – Ministry of Human Resources Development, Sudan
- **Advanced Excel & Accounting Systems Training** – Tuga Specialized Hospital (Internal Program)

TECHNICAL SKILLS

- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- QuickBooks & Electronic Accounting Software
- ICDL Core & Advanced Modules
- Web Browsers & Internet Tools
- Data Archiving & Cloud Storage
- Document Management Systems (DMS)

LANGUAGES

- **Arabic:** Native
- **English:** Good (Conversational and Written)

OTHER INFORMATION

- **Qatari Driving License** – Light Vehicle (Valid)
- Physically fit, field-ready, and able to handle long work hours
- Full knowledge of all Doha zones, road systems, and delivery routes