Mansoor Anes Mahyoub Alkahtani

Data Entry & Accounting Specialist

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SUMMARY:

An ambitious Information Technology graduate with a strong academic foundation in data management and analysis. Possess advanced skills in using databases (MySQL, Oracle, SQLite3) and integrated accounting systems (Onyx System, Integrated System). Demonstrate meticulous accuracy, confidentiality, and high analytical capabilities to ensure the precision and integrity of financial and administrative data. Seeking to leverage my passion for technology and precision in a role that delivers tangible value through efficient and effective data management.

SKILLS

Ensuring internal control and accurate journal entries	Microsoft Excel & Data Tools	Other Skills
Hands-on training on integrated ERP accounting systems.	Data Entry & Archiving	Effective Communication
Managing general accounts and preparing financial reports	Asset & Inventory Management	Adaptability
Handling customers and suppliers accountsCollaborative	Accurate & Fast Data Entry	Teamwork
Managing sales, purchases, and invoice tracking.Analytical	Recordkeeping & Filing	Problem Solving

PROFESSIONAL EXPERIENCE

Onyx Pro Training – Yemen Soft

1- Integrated Accounting & ERP Modules **yemen | taiz | 2025-7 - 2025-8**

- Gained hands-on experience in General Ledger management, including daily journal entries, account reconciliation, and financial reporting.
- Managed Inventory & Asset modules, performing stock tracking, asset allocation, and maintenance scheduling.
- Executed Purchasing & Sales operations, including invoice processing, vendor management, and customer account handling.
- Operated Customer & Supplier Management modules to track balances, payments, and credit control.
- Practiced end-to-end ERP workflow integration, ensuring accurate and timely data entry across modules.

(Supervised by: Eng. Majed Al-Yousfi)

2- Intensive Motakamel System – Pioneers Institute for Languages, Computer, Training and Consultation **Yemen | Taiz | Jan 2025 – Jan 2025**

• Gained practical knowledge of the Motakamel Accounting System, including basic financial operations and system navigation.
• Practiced recording daily financial transactions and managing accounting entries within the system.
• Learned fundamentals of customer and supplier account handling and balance tracking.
• Applied basic inventory management processes using the Motakamel system.
• Developed an understanding of integrated accounting workflows within a computerized financial system.
(Supervised by: teacher. Fathiya Razz)

3. Lecturer / Department of Engineering, Information Technology Specialization

Al-Hikma University, Modern University, Al-Ataa University — Taiz, Yemen | 2026 – Present now

- Deliver theoretical and practical lectures in Information Technology and Computer Science fields, focusing on practical application and solving technical problems
- Design and implement laboratory and networking activities to enhance student skills in programming, networking, and system management

- Support and operate computer labs, contributing to preparation of technical work environments and ensuring their readiness
- Provide technical support and guidance to students in using systems, software, and networking tools
- Participate in preparing educational materials, assignments, and assessment methods that align with technical job market requirements
- Enhance troubleshooting skills, analytical thinking, and teamwork within a technical educational environment
- Simplify complex technical concepts for non-specialists, a fundamental skill in technical support

Relevant Courses Taught:
Data Communication & Networks - Networks 1 - Advanced Programming (Python) - C++ Programming - Database Fundamentals - Systems Analysis & Design - Artificial Intelligence

Education:

1. Bachelor of Information Technology
Al-Hikma University, Taiz, Yemen | Expected Graduation: 2025
Cumulative GPA: Excellent (94.75%)

CERTIFICATES & COURSES

Course Onyx Pro Accounting System	**| YemenSoft Company|**	**Yemen-Taiz | 2025**
Intensive Integrated Accounting System	**| pioneers Institute |**	**Yemen-Taiz | 2025**
Accounting Principles	**| Al-Hekma Universit**	**Yemen-Taiz | 2022**
Computer Maintenance A	**| Al-Hekma Universit**	**Yemen-Taiz | 2024**
International Computer Driving License (ICDL)	**|University of Science and Technology|**	**Yemen-Taiz | 2021**

Awards or Achievements:

1-Al-Hekma University **Yemen-Taiz | 2021-2022**
Certificate of Appreciation for achieving the first place in the cohort at the first level.
2-Al-Hekma University **Yemen-Taiz | 2023-2024**
Certificate of Appreciation for achieving the first place in the cohort at the Third level.
3-Al-Hekma University **Yemen-Taiz | 2024-2025**
Certificate of Appreciation for achieving the first place in the cohort at the four level.

Recommendations:

- **Criminal Investigation Department, Taiz, Yemen (2019)**
  Certificate of Appreciation and Good Conduct.
- **Mali Language Institute, Taiz, Yemen (2021)**
  Certificate of Appreciation and Good Conduct recognizing diligence and competence in learning.
- **Dr. Ibrahim Al-Shurabi, Taiz, Yemen (2021)**
  Recommendation regarding my academic performance and teamwork ability.

References :

Dr. Abdul Malik Al-Hamiri
Position: Associate Professor,
Department of Network Engineering - Dean of the Faculty of Engineering and Head of the Computer Technology Department, Al-Hekma University.
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Mr. Ibrahim Al-Sharabi
Position: Assistant Professor
Lecturer at universities - Taiz
Previously worked as Head of the Information Technology Department at the Government Community College - Taiz
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