Phone: [03121704978] DATA ENTRY CV

MISBAH SHER

* Email: [misbahsher76@gmail.com]

**Objective:** Dedicated and detail-oriented data entry professional with a proven track record of accuracy and efficiency. Seeking a challenging position to contribute strong organizational and data management skills.

**Education:**

* [Bechlor in computer science]
* [University of Punjab University, 2021]
* Relevant Courses: [ data management or information systems]

**Skills:**

* Data Entry: Proficient in entering and verifying data with speed and accuracy.
* Microsoft Office Suite: Strong command of Excel, Word, and Outlook.
* Attention to Detail: Meticulous in reviewing and validating information.
* Time Management: Ability to prioritize tasks and meet deadlines.
* Communication: Clear and effective communication skills.

**Experience:** *[Albarizon], [Pakistan]* *[data entry], [3-20-2021] – [6-15-2023]*

* Conducted data entry tasks with precision, entering and maintaining accurate records.
* Collaborated with team members to ensure data consistency and integrity.
* Assisted in the development of efficient data entry processes.