

Muhammad Arif

Address: Tanveer house mujahid colony konodas Gilgit

Mobile: 03123133763

Email: arifwazeer99@gmail.com

Objective:

Highly organized and detail-oriented individual seeking a Data Entry Position to utilize strong data management and accuracy skills.

Committed to maintaining confidentiality and ensuring the integrity of data while meeting strict deadlines. Excels at working in a fast-paced environment and contributing to the efficiency and productivity of the organization.

Education:

Bachelor of science in computer science

University of karachi pakistan year of 2014 :

Skills:

- Proficient in data entry and data management techniques.
- Excellent typing speed and accuracy.
- Strong knowledge of Microsoft office suite (word, Excel, powerpoint).
- Familiarity with database management systems (e.g., SQL)
- Attention to detail and ability to maintain data integrity.
- Excellent time management and organization skills.
- Ability to work independently and collaboratively in a team environment.
- Strong communication and interpersonal skills.

Experience:

Data Entry clerk

- Alliance digital company pakistan 2015 to 2019.
- Entered and updated customer information into the company database with accuracy and efficiency.
- Maintained and organizational physical and electronic files to ensure easy retrieval of information.
- Verified the accuracy of data before entering it into the system and made necessary corrections.
- Assisted in generating reports and spreadsheets to track data and support-making processes.
- Collaborated with team members to ensure timely completion of data entry tasks and meet project deadlines.

Reference:

Available upon request