Saima Nargis

Data Entry Specialist

CONTACT

- **Skype:** live:.cid.144a0965e8098d54
- **Email:** saasha9674@gmail.com
- **Address:** Multan, 60000, Pakistan

EXPERTISE

- Critical thinking capacity
- PDF conversion expertise
- Independent working
- Email management expertise
- Microsoft Office proficiency
- Knowledge of crm systems
- Deadline-Oriented
- Expert in google sheets
- Data confidentiality
- Accuracy in execution
- Performance consistency

LANGUAGE

- English
- Urdu (basic)

WORK EXPERIENCE

Self Employed
Freelancer
2019 ------

- As a versatile professional, my expertise spans data entry, web research, and lead generation. With a meticulous approach to data entry, I excel in maintaining accuracy and integrity in diverse datasets. My proficiency in various data entry tools and systems ensures efficient processing, contributing to the seamless flow of information within an organization.
- Processed and inputted data with high accuracy, meeting stringent deadlines in fast-paced environments.
- Utilised advanced Excel functions to organise, sort, and manage extensive datasets efficiently.
- Adapted to new data entry systems quickly, becoming proficient in a range of industry-specific software.
- Managed high volumes of data entry tasks under tight deadlines, consistently delivering quality work.
- Conducted thorough audits of data entries to maintain high levels of accuracy and reliability in records.

EDUCATION
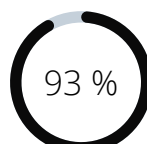
Bahauddin Zakariya University
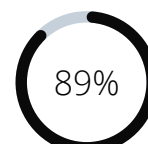
Bachelor of Arts

1998-2000

B.A in Economics, Psychology

SKILLS SUMMARY

Web Research	Lead Generation	Data Entry
93 %	89%	95 %