

TYPING WORK RESUME:

Misbah Sher

03121704978

Misbahsher13@gmail.com

Professional Summary:

Dedicated and detail-oriented typist with a strong ability to accurately transcribe and type various documents. Proficient in using typing software and experienced in handling a high volume of data entry tasks. Adept at maintaining confidentiality and ensuring timely delivery of work.

Skills:

Proficient touch typist with [40WPM] typing speed

Familiarity with various typing software and applications, including Microsoft Word, Google Docs, and Excel

Strong attention to detail and accuracy in data entry and transcription

Ability to maintain confidentiality and handle sensitive information

Excellent time management and organizational skills

Work Experience:

[Typing work] | [Albarizon] | [2020-2022]

Conducted accurate and efficient data entry tasks, maintaining a workload

Transcribed and proofread documents, ensuring precision and attention to detail

Collaborated with team members to streamline data entry processes and improve overall efficiency

Handled confidential information with the utmost discretion and maintained data integrity

[Typing work] | [Albarizon] | [2020-2022]

Utilized strong typing skills to enter and update data in company databases

Collaborated with various departments to ensure data accuracy and consistency

Education: [Typing] in [ICS] |Punjab University] | [202

Additional Skills:

- Excellent communication skills, both written and verbal
- Proficiency in [data entry, English transcription, copywriting, re-writing, copy paste]
- Familiarity with [MS Word]

AVAILABLE UPON REQUEST.