



# Asad Muneer Dahar

DATA ENTRY OPERATOR

## Details

Sukkur

Pakistan

+923154887275

[asad.muneer@iba-suk.edu.pk](mailto:asad.muneer@iba-suk.edu.pk)

## Skills

Effective Time Management

Ability to Work in a Team

Communication Skills

Data Entry

Microsoft Office

## Languages

English

Urdu

Sindhi

## Profile

In the detail-oriented world of a Data Entry Specialist, a robust skill set is the cornerstone of precision and productivity. As we edge closer to 2024, the digital data sphere is expanding at an unprecedented rate, demanding Data Entry Specialists who are not only fast and accurate but also technologically adept and adaptable. The right combination of skills ensures data integrity, efficiency, and supports the overarching goals of any data-driven organization.

## Employment History

### Computer Operator/ Office Asistant , G3 Engineering Consultant (Pvt) Ltd, Sukkur

JANUARY 2011 – JANUARY 2013

- Monitored and ordered office supplies, ensuring that the office was always stocked with necessary items
- Operated office equipment such as printers, copiers, fax machines and scanners, ensuring smooth operation of office operations
- Maintained inventory of office supplies and equipment, ensuring that the office was stocked with necessary items
- Ordered office supplies and equipment, ensuring that the office was adequately stocked

### Computer Operator/ Office Assistant, Sukkur IBA University, Sukkur

SEPTEMBER 2013 – APRIL 2024

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Perform receptionist duties when needed

## Education

### B.Com, Shah Abdul Latif University, Khairpur, Khairpur

JANUARY 2006 – JANUARY 2008

### M.A (Economics), Shah Abdul Latif University, Kahirpur, Khairpur

JANUARY 2012 – JANUARY 2014

## Courses

### Diploma MBA, Academy Europe Open University

JANUARY 2021 – JANUARY 2023

### Introduction to Bookkeeping and Accounting , The Open University, UK

JANUARY 2023 – DECEMBER 2023

### Challenges in Advanced Management Accounting, The Open University, UK