



# AZIZ KHAN

## DATA ENTRY SPECIALIST

📍 Hor Al Anz Street B 14 Dubai

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I am a dedicated Data Analyst that gathers, cleans, and evaluates data sets to answer questions or solve problems. Worked in a variety of fields including as business, finance, criminal justice, science, medical, and government.

### SKILLS

- Data Visualization
- Data Cleaning
- Machine Learning
- Critical Thinking
- Communication
- Teamwork
- Communication Skill
- Customer Care
- Store Keeper
- Ms Office

### EDUCATION

Master Degree in Economics

University of Peshawar Pakistan  
2012-2014

### PERSONAL INFO

DOB- 01-01-1992

passport # EW 4138082

### EXPERIENCE

#### JUNIOR EXECUTIVE

NADRA Pakistan 2016-2023

- Managing master data, including creation, updates, and deletion
- Managing users and user roles
- Provide quality assurance of imported data, working with quality assurance analysts if necessary

#### DATA ENTRY CLERK

GDC Bagan 2015-2016

- Commissioning and decommissioning of data sets
- Processing confidential data and information according to guidelines
- Helping develop reports and students admissions.