

# Muhammad Ahmed

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I am a detail-oriented Data Entry Specialist with a proven track record of accurately managing data across multiple systems. With proficiency in tools like MS Excel, Google Sheets, and ERP software, I excel in maintaining data integrity, generating reports, and ensuring timely completion of tasks. My commitment to confidentiality and efficiency makes me a reliable contributor to organizational success..

## CORE COMPETENCIES

MS Office • Data Accuracy and Precision • Proficient Use of Software Tools • Document Management • Fast Typing and Data Processing • Cash Handling and Record keeping  
Data-Driven Decision Making • Customer-Centric Approach • Technical Proficiency • Problem-Solving Skills • Confidentiality and Security

## CAREER

Dec 2019 – Aug 2021

(Boss Sahulatkar, Gujranwala, Pakistan)

Data Operator

- Demonstrated expertise in cash handling and documenting installment details accurately.
- Maximized processes and transaction efficiency through the operated FQms Software.
- Build trust with clients by keeping precise and current records of their installments
- Streamlined documentation processes resulting in a cohesive and errorless Sales flow.
- Proven excellent attention to detail to avoid errors and ensure data accuracy
- Assisted with administration by organizing and managing important documents and data.
- Kept sensitive information and transactions secure and confidential
- Resolved documentation and transaction-related issues promptly to maintain operational continuity.

Jan 2017 – Nov 2019

(Family Mart Gujranwala, Pakistan)

Cashier/Data Entry Operator

- Oversaw daily cash flow operations through payment processing, refunds processing, & end of day cash balance reconciliation.
- Conducted stock inventory data entry on Softix Solution software.
- Updated system information upon new deliveries, and monitored stock levels
- Ability to perform regular audits of inventory data to locate discrepancies and fix them in a timely manner
- Helped management make decisions through generation and analysis of stock and sales reports

## EDUCATION

2019 – 2021.

Bachelor in Mass Communication (Allama Iqbal Open University Pakistan)

- Pursuing a Bachelor of Arts in Mass Com

2012 – 2015

DAE-Civil Engineering

(Swedish Institute of Technology GRW)

- Top 5% in Structural analysis courses

2008 – 2010

Matriculation

(Govt Comprehensive High School GRW)

### **COMPUTER SKILLS**

- Softix Software
- MS Office
- FQMS
- Google Sheets
- Confidentiality and data security
- Report generation and data analysis

### **ADDITIONAL**

- Urdu - native language
- English - fluent

***References available on request***