



JAHANZAIB NASIR

PERSONAL DETAILS

Marital Status: Single
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Email:
Jahanzaibn909@gmail.com
Nationality: Pakistan
Visit Visa Validity: 10-April-2023
Dubai, United Arab Emirates

EDUCATION

Intermediate,
City College, Multan, Pakistan

SKILLS

- Professionalism.
- Problem-solving abilities
- Ambitious.
- Sales presentation.
- Active Listening.
- Client engagement.
- Understanding common business software's.
- Self-confidence.

LANGUAGE

Urdu – Native
English – Intermediate

PROFILE

Highly qualified Data Entry Operator with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

PROFESSIONAL EXPERIENCE

DATA ENTRY OPERATOR

Jaffer Business Systems Pvt. Limited. | Multan, Pakistan | 2020-Dec – 2022-July

Data entry operator responsibilities include collecting and entering data in databases and maintaining accurate records of valuable company information. Our ideal candidate has essential data entry skills, like fast typing with an eye for detail and familiarity with spreadsheets and online forms.

- Performs secretarial tasks for multiple professionals and managers in the department to support department operations Accomplishments.
- Maintains confidentiality of clinical records by ensuring that records are attended at all times during hours of operation.
- Protects all patient records from loss, damage or unlawful disclosure.
- Oversees, generates, and prints a variety of reports.
- Assures that all clinical records are maintained in accordance with agency policy.
- Documents receipt of all forms to be filled with Medical Records.
- Performs data entry for staff members who will not receive laptops.
- Validates Time and Travel for team members and contact Clinical Managers to perform fixes if necessary.

FILING CLERK

Umar Punching & Embroidery Center. | Multan, Pakistan | 2019-Feb – 2020-Aug

- Check incoming paperwork (correspondence, invoices etc.) and make copies before distributing
- Sort all papers alphabetically and according to content, dates, significance etc.
- Create or update records with new files and information.
- Store all paperwork in designated places securing the important documents.
- Enter paperwork into an electronic system either by data entry or by using optical scanners.
- Deal with all requests to access files and keep logs of borrowed papers.
- Develop an efficient filing system to make updating and retrieving files easier.
- Follow policies and confidentiality dictations to safeguard data and information.
- Monitor inventory of files, paper clips etc. and report shortages.