



## SUMMARY

Experienced warehouse supervisor and data entry clerk with a proven track record of ensuring precision and accuracy in inventory management and data inputting, respectively, while meeting tight deadlines. Proficient in utilizing spreadsheet with a keen eye for detail and strong problem-solving skills. A collaborative team player with excellent communication abilities, committed to maintaining data integrity, optimizing workflow efficiency

## EDUCATION

### VU UNIVERSITY OF PAKISTAN

Bachelor's Degree in Accounting & Finance

### MPS

HIGHSCHOOL

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

## CERTIFICATIONS

- Amazon Virtual Assistant
- Digital Marketing
- Affiliate Real Estate

## PROFESSIONAL EXPERIENCE

### Mindbridge Pvt Ltd

Data entry clerk

- Prioritized Precision and Accuracy:** Diligently double-checked every entry to uphold data integrity, demonstrating a commitment to maintaining high standards of accuracy in data input.
- Enhanced Typing Efficiency:** Improved typing speed and efficiency to meet tight deadlines, ensuring timely completion of tasks without compromising accuracy.
- Fostered Adaptability:** Developed the ability to adapt to different software platforms and databases, fostering versatility and flexibility in handling diverse data entry tasks.
- Strong Problem-Solving Skills:** Cultivated strong problem-solving abilities to address challenges such as incomplete data, demonstrating an aptitude for identifying and resolving issues to ensure data completeness and accuracy.

### GD Mart PVT

Assistant warehouse manager

- Proficient in Inventory Management:** Skilled in overseeing all aspects of inventory management, including receiving, storage, and shipping operations, ensuring adherence to safety protocols and inventory control procedures to maintain accurate stock levels.
- Optimization of Warehouse Layout:** Experienced in optimizing warehouse layout to enhance efficiency and productivity, effectively resolving logistical challenges to meet production targets and streamline operations.
- Commitment to Safety:** Committed to maintaining strict adherence to safety protocols within the warehouse environment, ensuring a safe working environment for all staff members.