

# HAFIZ ABDUL QADIR

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Proven professional in Data Entry, Cashier, and Amazon FBA Wholesale roles in the UAE market. Excel in precise data management, accurate financial transactions, and comprehensive knowledge of inventory and order processes. Known for high-quality results and proactive problem-solving in dynamic environments.

## EXPERIENCE

### 2018 – 2019 DATA ENTRY OPERATOR, MARKSMAN

As a Data Entry Operator, I ensure accurate data input, maintain integrity and confidentiality, resolve discrepancies, organize information, and collaborate with the team to generate necessary reports.

### 2023 – 2023 DATA ENTRY OPERATOR, HELIUM PVT LTD.

As a Data Entry Operator, I ensure accurate and confidential data input, resolve discrepancies, and collaborate for efficient processes.

### 2020 – 2021 CASHIER, CHASE UP SUPER MARKET

As a Cashier, I handle transactions accurately, provide excellent customer service, and ensure a tidy cashier station. My focus is on delivering a positive and efficient checkout experience with precision and integrity

### 2023 – 2023 MTO, CPLC GOVERNOR HOUSE SINDH.

Handle customer orders and plan production efficiently. Manage materials, ensure quality control, and facilitate clear communication between teams. Enhance overall production efficiency, address issues promptly, and maintain comprehensive records while collaborating with cross-functional teams.

### 20222 – CONTINUE AMAZON VIRTUAL ASSISTANT, FREELANCE

As an Amazon FBA Wholesale Virtual Assistant, I boosted sales by 25% through optimized listings, cut storage costs by 15% with efficient inventory management, and elevated customer satisfaction with prompt order fulfillment, garnering a 20% increase in positive feedback

## EDUCATION

HIFZ AL QURAN, MADARASA TUL MADINAH

MATIRUCULATION, MEHRAN PUBLIC SCHOOL

DIPLOMA IN (CIT), MUHAMMAD SHAFI EDUCATIONAL COMPLEX

## SKILLS

- Data Entry
- Amazon FBA Wholesale UAE Market Place
- Attention to detail communication skills
- Microsoft office