

CURRICULUM VITAE

MUHAMMAD IMRAN

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PERSONAL INFO

Nationality : Pakistan

Gender : Male

Marital Status: Married

Date of Birth: 15/Sep/1988

Visa Status: Visit Visa

EDUCATION

QUALIFICATION

- Bachelor of Arts
- Diploma in IT

PASSPORT DETAILS

Passport No : GU1228712

Date of Issue : 24/Aug/2023

Date of Expiry : 22/Aug/2028

LANGUAGE KNOWN

English

Hindi

Urdu

POST APPLY FOR ANY SUITABLE JOB

OBJECTIVE

- To seek excellence in profession in achieving the goals associated with and organization rendering an excellence services according to my academic qualification and work experience.

WORK EXPERIENCE

- **05 Years** work experience as a **Data Entry Operator** with **THQ Hospital in Pakistan.**
- **01 Year** work experience as a **Relationship Officer** with **Tameer Micro Finance Bank in Pakistan.**
- **01 Year** work experience as a **Receptionist** with **Nicon College Rawalpindi in Pakistan.**
- **01 Year** work experience as a **Assistant Officer** with **THQ Hospital in Pakistan.**

RESPONSIBILITIES

- Gathering, collating, and preparing documents, materials, and information for data entry.
- Conducting research to obtain information for incomplete documents and materials.
- Creating digital documents from paper or dictation.
- Updating and maintaining databases, archives, and filing systems.
- Building and maintaining strong, long-lasting customer relationships.
- Meeting and exceeding sales targets for banking products and services.
- Resolving client issues and ensuring high levels of customer satisfaction.
- Keeping abreast of industry trends and changes in financial regulations.
- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.

SKILLS

- Accuracy, Database management, Data Entry
- Clerk Data Entry Associate, Data Entry Specialist, Data entry Microsoft office suite, Data Entry Operator
- Dedicated and hardworking Individual
- Exposed and interactive with wide variety of personality

DECLARATION

- I hereby declare that the above mentioned information is correct to best of my knowledge and belief. I bear the responsibility for the corrections of the above mentioned particulars.