Mohsin Shameen

Efficient Data Entry and Office Management Expert | Proficient in MS Office Suite

Detail-oriented Data Entry & Office Management Specialist | Proficient in MS Office | Committed to excellence, streamlining operations for optimal efficiency. Loyal to work, I strive to maintain utmost accuracy and confidentiality while contributing to organizational success.

✉ mohsinisready@gmail.com 📱 0547463828 📍 Dubai, UAE in linkedin.com/in/mohsinisready

WORK EXPERIENCE

Sr. Data Entry Operator
Atlas HONDA

01/2018 - 12/2022 *Lahore, Pakistan*

Contributed to Atlas HONDA, a leading automotive company in Pakistan, driving operational excellence and fostering a culture of innovation.

IT Helper/Data Entry Operator
Naw-e-Waqt Newspaper

02/2016 - 12/2017 *Lahore, Pakistan*

Instrumental in supporting Naw-e-Waqt, a prominent company in Pakistan, as an IT Helper, ensuring seamless technology assistance and contributing to smooth business operations.

Cashier
Meezan Bank, Pakistan

03/2010 - 05/2015 *Lahore, Pakistan*

As a diligent Cashier, I efficiently managed financial transactions, upheld strict accuracy, and provided exceptional customer service to ensure a seamless and positive banking experience for clients.

EDUCATION

Intermediate in Commerce
Lahore Board/Lahore, Pakistan

02/2007 - 02/2009 *Lahore, Pakistan*

Courses
- Banking, Accounting, Business Management

Matric
Lahore Board/Lahore, Pakistan

01/2005 - 02/2007 *Lahore, Pakistan*

Courses
- Computer Science

SKILLS

MS Office Software Installation OS Installation Data Entry Operator Adobe Photoshop Hardware Assemling Document Scanning Document Printing Emali Marketing Social Media Marketing Digital Banking Cash Handling

ACHIEVEMENTS

Maintained an average data entry speed of 40 words per minute with 100% accuracy, surpassing departmental targets and improving overall data processing efficiency.

Collaborated with team members to establish standardized data entry protocols, enhancing data integrity and facilitating seamless collaboration across departments.

LANGUAGES

English, Urdu, Punjabi
Professional Working Proficiency

INTERESTS

Research Learning New Technologies Personality Improvement Cricket Football Badminton Current Affairs