



PROFILE

I am professional and can help in Data entry, Management & Admin support.

Willing to relocate: Anywhere

CONTACT

PHONE:
+971 589515366

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mratifrafique1129@gmail.com

Dubai 00000

SKILLS

- Lead Generation
- Data Entry
- Data Analysis
- Management skills
- LinkedIn Search
- Data Collection
- Microsoft office
- VirtualAssistant
- Administration Support
- Team Coordination
- Communication Skills
- Front Desk Receptionist
- Costumers Support

MUHAMMAD ATIF RAFIQUE

EDUCATION

Bahauddin Zakariya University Multan - Multan
October 2015 - January 2021
Bachelor in Pharm D

National Higher Secondary School - Dunyapur
September 2013 - March 2015
Higher Secondary School in Pre_Medical

WORK EXPERIENCE

Enable. LLC – Nyk | Data Entry Specialist
January 2023–August 2023

I have worked as a data entry operator and have learned new experiences and different types of tools for accuracy.

LeadQuest–Multan | Computer Operator
March 2022–December 2022

I worked as a data entry operator. I have learned about new software and teamwork.

A.A Workspace – Bahawalpur | Project Manager
February 2021–March 2022

I had great Experience. I also learned many things about cross-functional teamwork, implementing agile methodologies, prioritizing tasks-based strategies.

A.A Workspace – Bahawalpur | | Front Desk Receptionist
January 2021–March 2022

I have worked as a front desk receptionist.

Dotclick – Bahawalpur | Lead Generation
February 2020– January 2021

As a lead generation specialist, I execute effective campaigns for the company's clients.

LINKS

<https://www.linkedin.com/in/muhammad-atif-rafiq-6167a326b>