



## PROFILE

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

Willing to relocate: Anywhere

## CONTACT

PHONE:  
+971 589515366

EMAIL:  
[mratifrafique1129@gmail.com](mailto: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>