



MUHAMMAD IRFAN

Data Entry Operator

About Me

I am a hard-working and professional qualified in Data Entry, with 02 years of experience in this role. I am looking for a full-time job that will continue to improve skills. I am self-motivated but also enjoy working with others in a team and enjoy doing individual projects too.



+92 313 2055411



jaani6219@gmail.com



H No. 313, Behind Jacob Line,
Lines Area, Karachi-Pakistan.

LANGUAGE

- English
- Urdu

EXPERTISE

- Management Skills
- Ms-Word.
- Ms-Excel.
- Power Point.
- Internet Searching.
- Drafting.

EXPERIENCE

Ideal Corporation Cosmetics

Karachi - Pakistan

2020 - 2023

As the Warehouse In-Charge, I was responsible for managing staff, overseeing inventory, tracking shipments and organizing the warehouse environment. I was also oversee the loading and unloading of goods, secure all safety and security requirements, and manage the upkeep of the warehouse.

Data Entry Operator

Karachi - Pakistan

2019 - 2020

I am Generate Invoices for a Cosmetic Products.

The duties and responsibilities of a Billing Specialist include sending invoices and account updates to clients, Receiving, sorting, and tracking incoming payments,

Salesman

Karachi - Pakistan

2016 - 2019

Selling products or services to customers, and representing the brand. This can include asking questions to pinpoint the best offerings, giving demos or presentations, and maintaining customer relationships.

EDUCATION

CORCKS GBSS SECONDARY SCHOOL

Matriculation with Science from Karachi Board. (Pakistan)
2016-2017

SKILLS SUMMARY

Shot Keys Commands  78 %

Write & Speak Drafting  81 %