



PROFILE

I AM HIGHLY ORGANIZED AND DETAIL ORIENTED DATA ENTRY OPERATOR WITH OVER 7 YEARS OF EXPERIENCE IN DATA ENTRY AND CUSTOMER SERVICE. I HAVE PROVEN TRACK RECORD OF QUICKLY AND ACCURATELY ENTERING DATA INTO VARIOUS SYSTEM, WHILE ALSO PROVIDING EXCELLENT CUSTOMER SERVICE.

CONTACT

PHONE:

+971505847567

EMAIL:

sarwarshaban786@gmail.com

ADDRESS:

DIBBA AL FUJAIRAH UAE

PERSONAL DETAILS

FATHER NAME: GHULAM SARWAR

MARITAL STATUS: SINGLE

RELIGION: ISLAM

NATIONALITY: PAKISTAN

PASSPORT NO: DS5998052

PASSPORT EXPIRE: 06/12/2031

DRIVING LICENSE: YES/UAE VALID DL

LANGUAGES

- ENGLISH
- URDU
- HINDI
- ARABIC

SHABAN SARWAR

DATA ENTRY OPERATOR

EMPLOYMENT HISTORY

DATA ENTRY OPERATOR:

SUN AND SAND DISCOUNT CENTER DIBBA AL FUJAIRAH

FEB 2022-PRESENT

- REGISTER NEW CUSTOMER ACCOUNT DETAILS IN SYSTEM.
- MANAGED DATA BASE TO MAINTAIN UPDATE RECORDS AND ACCURACY.
- GENERATED WEEKLY AND MONTHLY REPORTS FOR MANAGERS.

DATA ENTRY OPERATOR:

INTRETECH MALASIYA SDN BHD

NOV 2019-AUG 2021

- ENTER DATA ACCURATELY AND TIMELY INTO DESIGNED COMPUTER DATA BASE.
- ABILITY TO COMMUNICATE EFFECTIVELY (VERBAL, WRITTEN AND LISTENING SKILLS)
- ATTENTION TO DETAIL AND HIGHLY PROFICIENT IN DATA ENTRY.

EDUCATION

COMPUTER SOFTWARE & HARDWARE

2015-2016

- PVTC LAHORE

INFORMATION COMPUTER SCIENCES

2013-2015

- BISE FAISALABAD

SKILLS & COMPETENCIES

- UNDERSTANDING OF BASIC SOFTWARE.
- ABILITY TO RESEARCH AND COLLECT DATA.
- COMMUNICATION SKILLS.
- TIME MANAGEMENT.
- SELF MOTIVATION.
- ATTENTION TO DETAIL.
- MULTI TASKING.
- PROBLEMS SOLVING.
- TROUBLESHOOTING