

# Haseeb Ahmad

## [ DATA ENTRY OPERATOR ]

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Visa Status: Visit visa

Validity Till:17/12/2023



### CAREER OBJECTIVE:

To work in a professionally mature environment where I can utilize my Typing, communication and managerial skills acquired through extensive work in difference, diversified institutions and to exhibit a positive change through my knowledge of the business administration and management.

### CAREER PROFILE:

**Data Entry Operator with more than 03 Years of experience in:**

Planning      Team Management      Data Entry

- Maintain the Overall Data of Staff.
- Maintain the Overall data Sale,Purchase.
- Make All Reports and timely send to CEO.

### SKILLS:

Decision Making	Responsible	Time Management
Leadership Problem Teamwork	Creativity	Self-Motivation
Communication Critical Thinking	Ability to Work under pressure	Short Hand
Communication Skills	Email Witting	
Interpersonal Active Listening		

### PROFESSIONAL WORK EXPERIENCE:

<b>Organization:</b>	<b>Gourmet Bakers</b> (Food Company)
<b>Tenure:</b>	November-2019 – March-2021
<b>Designation:</b>	Data Entry Operator



#### Responsibilities:

- Working with MS Word.
- Working with MS Excel with formula's.
- Maintain Overall Data of Staff.
- Maintain the Overall data Sale , Purchase.
- Making Reports.

#### Achievement:

Complete my all Data Entry work at time and get many rewards from CEO.

**Organization:** Zain Printers  
(Printing and Designing Agency)  
**Tenure:** May 2021 – Till Present  
**Designation:** Data Entry Operator



**Responsibilities:**

- Compose English , Urdu Papers of Different Schools and Colleges.
- Work with billing Software to maintain the Sale and Purchase.

**Achievements:**

- Get Certificate From Owner.
- Get Many times Bonus with Salary.

**ACADEMIC EDUCATION:**

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Intermediate in Commerce	Punjab Board of Technical Education	2019
Matric with Computer Science	Board of Intermediate Education, Lahore	2017

**CERTIFICATION/ ADDITIONAL SKILLS:**

- **MS Office** (All versions, esp. MS Word, MS Excel)
- **MS Excel** (MS Formulae)

**PERSONAL INFORMATION:**

**Father's Name** : Ghulam Yaseen Manwar  
**Date of Birth** : 13-Sep-2001  
**Language** : English & Urdu  
**Driving License** : No

**REFERENCE:**

Reference will be furnished on demand.