

Lachhman Das Harijan

Diplo , Pakistan • Tel: + (92) 3360800450 • Email: luckyvalasai2@gmail.com

• LinkedIn: [https://www.linkedin.com/in/lucky-valasai-b86289299/-](https://www.linkedin.com/in/lucky-valasai-b86289299/)

Please accept this letter as an expression of my interest in the Data Entry Clerk/ Computer Operator position. I am a highly motivated and progress-focused Data Entry Job with a long-standing background in this industry. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to complete your company target.

WORK EXPERIENCE

Jan 2021 -Nov2023 Data Entry Clerk/ Computer Operator Buildings Division Tharparkar Mithi (Pakistan)

- Handling Monthly progress report, Drafting, and Information on MS Word and MS Excel formats, Designated by the office of Deputy Commissioner Tharparkar and Office of the Superintending Engineer, Works and Services Tharparkar.
- Print and organize copies to send to companies and payroll departments.
- Working with multiple screens.
- SPPRA Rule-2010.
- Manage Whole NIT Process Bids Documents.
- Uploading all Bids Documents on Portal www.ppms.ppraSindh.Pk.
- Entering data into different computer databases.
- Manage and maintain effective record keeping.
- Collecting and managing data to be entered into the computer.

Sept 2019-Jan2021 Data Entry Clerk / Computer Operator Civil Hospital Mithi Mithi (Pakistan)

- Data Entry on, MS Word, and MS Excel formats Power Point Presentation.
- Working with multiple screens.
- Manage and maintain effective record keeping.
- Collecting record of Patients (i-e Peads Ward, Gyne Ward, Nursery Ward, Male Ward & Female Ward) and managing data to be entered into the computer.

May 2019 -Dec2019 Enumerator Aurat Foundation Diplo/Mithi/Kaloi (Pakistan)

- Filed Survey National Socio Economic Registry of Pakistan)
- working with multiple screens.
- Collecting data of all beneficiaries and entered NSER Portal.

April2015 –April 2018 Computer Operator/Receptionist/X-Ray Technician Luxmi Medical Complex Mithi Mithi (Pakistan)

- Data Entry on MS Excel formats.
- Manage Account and maintain effective record keeping Laboratory, X-Ray .
- X-Ray all parts of Human Body on Digital CR System.

May 2013 –June 2016	Computer Operator/Receptionist	Luxmi Medical Centre Mithi	Mithi (Pakistan)
	<ul style="list-style-type: none"> • Data Entry on MS Excel formats , M/S Word Formats. • Manage Account and maintain effective record keeping of Medical Centre. • Managing basic office administrative tasks including filing, printing, reporting and emailing. • Manage and maintain record of Insurance Policy Patients includes(Adam Jee insurance Policy, TRDP insurance Policy and TPL insurance policy Patients verification from higher authority by email services. • Manage all staff Salary account . 		
May 2012 –Oct 2012	Data Entry Clerk	TRDP –UNICEF CHILD PROTECTION PROJECT(CRU) Head Office Mithi.	Mithi (Pakistan)
	<ul style="list-style-type: none"> • Update Data on www.clms.pk. • Data Entry on MS Excel formats , M/S Word Formats. • Collecting data from field staff and Entering in CLMS Software. 		

RELEVANT SKILLS

• Computer skills:	Microsoft Office, MS Word, MS Excel, Type Writing.
• Technical:	X-Ray Technician, Lab Attendant.
• Professional/Social:	Teamwork, Project- Management, Communication, Social Mobilization, , Problem-solving.
• Languages:	Mother Tongue Sindhi (Dhatki) Expert , Urdu(Expert) , English (Medium).

EDUCATION

2023	<i>X-Ray Technician Diploma</i>	Sindh Medical Faculty	(Mithi , Pakistan)
2020	<i>ADE</i>	Allama Iqbal Open University Associate Degree in Education Major Subjects(Basic information and communication, General Method of Teaching, Educational Psychology and guidance, Class Management etc.)	(Mithi , Pakistan)
2017	<i>B.A</i>	University Of Sindh Bachelor of Arts Major Subjects(Sindhi, Islamic Culture, Muslim History, Political Science, English)	(Mithi , Pakistan)
2009	<i>Intermediate (Fsc.)</i>	Karachi Board Faculty of Science Major Subjects (Mathematics , Chemistry, Physics, English)	(Karachi , Pakistan)

2006 *Matriculation(SSC)* Mirpurkhas Board (Mithi , Pakistan)

(Mathematics , Chemistry, Physics, English)

PROFESSIONAL CERTIFICATIONS

- Short Hand & Type Writing.(One Year) (Karachi , Pakistan)
- M.S Office. (Three Months) (Karachi , Pakistan)
- X-Ray Technician.(One Year) (Mithi , Pakistan)