



SYED MEHBOOB UL ALA

Computer operator,data entry clerk |
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OBJECTIVE

Looking for a job as a computer operator,data entry clerk,Security Guard ,Waiter and Helper to strengthen my existing skills within a dynamic work setting. Aiming to earn a position at a data entry company that recognizes talent and dedication, as well as reliability and fulfillment of daily assignments. Looking forward to securing a data entry clerk position to showcase my organizational and professional skills.

SKILLS

- Keen eye for detail
- Basic computer troubleshooting
- Data processing
- Communication skills.
- Problem solving
- Able to type 40 WPM
- Keen eye for detail
- pdf editor
- Simple video editing

POPULAR SKILLS

- [Microsoft Office](#)
- [Microsoft Excel](#)
- [Operating System](#)

LANGUAGES

English Read,Speak and Write
Urdu Read,Speak and Write
Pashto Read,Speak and Write

EXPERIENCE

❖ **Private school worked As A Computer Operator— 2016– TO BE CONTINUED.**

- Analyze and monitor data management projects
- Troubleshooting potential issues and offering overall support
- File scanning to secure court files
- Proficient document system managing
- Assisting various company departments as assigned
- Editing a pdf file, adding files to it
- Carrying out data entry paperwork for all intents and purposes
- Training of court staff on modern computers
- Financial Equities and Composts
- Fast data input

EDUCATION

- **Master Degree**
In Islamic Studay
Shaheed Benazir Bautu University Sharingal
- **BA Degree**
In Sociology
University Of Karchi
- **FA**
Humanities
Government School Gandigar
- **Matriculation**
In computer science
Government School Gandigar

CERTIFICATIONS

- Information Technology(NWFP TRADE TESTING BOARD)



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