



Hafiz Umair Aslam

Data Entry Operator

PROFESSIONAL EXPERIENCE

Chaudhary pharmacy

Data Entry Operator

Mar 2022 - Aug 2025 | Chawinda sialkot, Pakistan

Efficiently managed data entry tasks, ensuring data integrity and accuracy across multiple databases. Demonstrated proficiency in various data management software, leading to a *30% reduction in processing time.*

Regularly performed data validation and cleansing, identifying discrepancies and implementing solutions to maintain high quality.

- Collaborated with crossfunctional teams to streamline data-related workflows, enhancing overall productivity.
- Trained new team members on data entry protocols and best practices, fostering a culture of continuous improvement.
- Consistently met tight deadlines while handling large volumes of information, showcasing exceptional attention to detail.
- Generated insightful reports for management, aiding in informed decisionmaking and strategy development.

Your commitment to data confidentiality and accuracy has contributed to the organization's success in achieving operational efficiency.

Chaudhary pharmacy

Data Entry Operator

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I'm working as a data entry operator and I have done my best

EDUCATION

Intermediate School - Other

CONTACTS

+966 573864197

umairbajwa34@gmail.com

3 years

Pakistani

Urdu, English

Khamis Mushait, Saudi Arabia

KEY SKILLS

- Computer literate Honest in my work Account knowledge Marketing Sales experience