

CURRICULUM VITAE

DATA ENTRY OPERATOR/ ADMIN ASSISTANT

Name: SAJID ULLAH

Mobile No: +92306 9549715

Whatsapp No: +92332 5018475

Email: sajiddawar222@gmail.com

Current Address: P/O Boyya Village Boya Tehsil Datta Khel District North Waziristan, Pakistan



CAREER OBJECTIVE:

To Join a Dynamic Organization as Data Entry Operator/Admin Assistant where I can Build my Career through my Abilities and Prove myself an Energetic and Career oriented Person under any Circumstances, where Knowledge and Hard Work are highly Valued and Appreciated.

PERSONAL DETAILS:

Fathers Name : Khoonam
Nationality : Pakistani
Date of Birth : 01-Jan-2000
Gender : Male
Marital Status : Married
Languages Known : English , Urdu/Hindi & Pashto

ABILITIES:

- Excellent Data Entry skills with speed of 30 WPM.
- Strong Clerical and Administrative Skills.
- Skilled in the Documentation (Quotations, LPO, Delivery Note etc.)

EDUCATIONAL QUALIFICATION:

DEGREE	BOARD / UNIVERSITY	MARKS / GPA
BS BIOCHEMISTRY	The Islamia University of Bahawalpur Pakistan - 2022	3.15/4.0
INTERMEDIATE	Board of Intermediate & Secondary Education Bannu - 2017	801/1100 Grade A
IT Diploma	Center of Academics Bannu	1151/1400 Grade A
PTC	Allama Iqbal Open University Islamabad - 2017	614/900 Grade A
MATRICULATION	Board of Intermediate & Secondary Education Bannu - 2015	878/1100 Grade A

WORK EXPERIENCE:

Data Entry Operator (Ehsaas medical Laboratory Dabgeri garden Peshawar March 2022-in progress)

- Edited, Processed Data entry and Distribution of Raw Source Documents.
- Excellent Data Entry skills with speed of 30 WPM.
- Verified Data and Perform Clerical Tasks in the Data Processing Function.
- Prepared files, Scan Documents and Images, and Data entry Specific to each Individual Document.
- Routed Data to Appropriate Staff for Follow up and Additional Review.
- Received and Reviewed incoming Work, Contacting Appropriate Resources as needed.
- Performed Quality Checks to ensure Accuracy, Integrity, & Completeness after entry.
- Documentation Processes – Quotation, LPO, Delivery Note & Letters

TECHNICAL SKILLS:

- Proficiency in Computer Application & MS (Excel , Word , Power Point).
- Analytical and Problem Solving
- Punctual and Reliable
- Can Work for long hours
- Flexible and Quick learner
- Honest and Hard Worker

DECLARATION:

I hereby declare that all the information provided above are true and correct to the best of my knowledge and belief.

Yours faithfully
Sajid Ullah