**ASIM**



**Oud Metha, Dubai , UAE**

**Contact #**  C/o 0504753686

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# Objective

To obtain a job that allows me to utilize and expand my knowledge and skills. That also enables me to learn new cutting edge technologies in the field of HR, Administration, Typist, Data Entry Operator and related Business areas.

# Experience Details

* **Worked in Express Zone Documents Clearing and Typing (Dubai) as a Computer Operator/Typist/Clerk for 3 YEARS.**

 **Job Description:**

* Working as Arabic-English Typist.
* Knowledge of all Government Department’s rules & dealing with them.
* Knowledge of U.A.E. Economic, Labor & Immigration, Medical fitness, Emirates I.D, Dubai Municipality work & Laws.
* Data Entry in all online applications.
* Scanning, Typing & Printing Documents.
* **Worked in DPS (Digital Processing System)-Pakistan as a Data Entry Operator/Typist for two years**.

**Job Description:**

* Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
* Maintains data entry requirements by following data program techniques and procedures.
* Enter Scan data into soft Copy in NADRA Software (Benazir Income Support)
* **Worked in FAFEN (Free and Fare Election Network) as a Data Entry Operator for six months. (Project Observations in Election).**

 **Job Description:**

* Prepare the report of elections from hard copy to soft copy in Online Software.

# Skills

* MS Office ( MS Excel, MS Word & Ms Power Point)
* Hardware & Software Installation
* Inpage, Corel Draw & Adobe Photoshop
* Networking Communication
* Typing Speed in English 45 to 50 WPM
* Typing Speed in Urdu 60 to 65 WPM.
* Typing Speed in Arabic 25 to 35 WPM.

# Education

* **Intermediate in Commerce:**

Board of Intermediate & Secondary Education Rawalpindi (2007-2008)

* **Matriculation:**

Board of Intermediate & Secondary Education Gujranwala (2005-2006)

* **One year Diploma:**

(Diploma in Computer Software and Computer Hardware) (2006)

# Skill Matrix

* Time Management
* Client Coordination
* Creative Development
* Analysis Skills
* Knowledge on administrative and clerical procedures
* Have a great experienced in data entry.
* Highly motivated, hardworking and willing to work under pressure.
* Strong Interpersonal skills.
* Keen to report details.
* Can work with minimum supervision and has initiative to seek continuous improvement of work.
* Fast learner.

# Languages

English, Arabic, Hindi, Urdu

# Personals

**Name:** Asim

**Date of Birth:** March, 01 1990

**Nationality:** Pakistani

**Religion:** Islam

**Marital Status:** Single