** Highly capable and meticulous Data Entry Operator with an excellent record of accuracy and client satisfaction, superb independent worker who also functions well as data management team member. Strong ability to handle multiple alphanumeric data entry projects with the highest degree of time lines sand efficiency, seeking a challenging position utilizing extensive typing ability and great communication skills to maximize efficiency of office here my word-processing computer skills and attention to detail may be fully utilized to acquire a challenging career with a solid company utilizing the opportunity to offer proven and developing skills within the company.**

**TUFAIL**

[**TUFAIL.352402@2freemail.com**](mailto:TUFAIL.352402@2freemail.com)

**DATA ENTRY OPERATOR**

**Experience**

**2015 - Present Data Entry Operator**

**Ramez Mall Sharjah U.A.E.**

* Prepare and sort documents and data sheets for the purpose of data entry.
* Perform general Data Entry using Inventory Software.

**Date of birth**

10-01-1991

**Marital Status**

Married

**Nationality**

Pakistani

##### **Computer Skills**

MS-Word

MS-Excel

MS-PowerPoint

Adobe Photoshop

Adobe Flash

Adobe Dreamweaver

##### **Key Skills**

* Able to type 50 words per minutes or 7500 key strokes per hour.
* Excellent written and Communications Skills.
* The ability to work quickly and accurately, and pay attention to detail.
* Highly skilled in operating a variety of office machines and equipment such as computer, Fax, scanner and copier, demonstrated ability to use office equipment with a high degree of accuracy and efficiency.
* Ability to manage and multi tasks simultaneously, solve problems, manage and meet deadlines and maintain a high quality of work.

##### **Languages**

English, Arabic, Sindhi, Urdu, Siraeki & Punjabi

* Update inventory records with new information on a constant basis.
* Entering goods received and preparing documents for return goods.
* Managing the documents of various departments.
* Able to perform using Microsoft’s Applications MS-Word, Excel, PowerPoint.
* Prepare LPO’s, compile and sort documents for data entry. Maintain update the

Descriptions, Brands, of all items.

* Prepare reports on price lists, inventory balance, and stock shortages.
* Assists with verification and editing of input and output data
* Perform a wide variety of secretarial tasks in support of the business.
* Contact with internal and external customer.
* Answering Phone Calls, Sorting Emails.
* Taking Pictures of all new items & Printing Barcodes.

**2014 - 2015 Accounts Clerk**

**Indus Resource Committee Pakistan.**

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* Maintaining all the records related to finance and accounts.
* Responsible to respond to inquiries by telephone.
* Responsible for preparation of purchase, personnel, travel and related documents.
* Managed and controlled food costs, Labour costs, and controllable costs.
* Prepared and instituted payment on all accounts payables.
* Performed general clerical and administrative duties.

**2012 - 2013 Document Controllers**

**Sindh Rural Support Organization Pakistan.**

* Performs the necessary filing.
* Produce and maintain Document Progress Reports to Project Managers.
* Handling Telephones, Scanning, Emailing, Fax and organize documents project wise.
* Classify, sort, and categorize documents in alpha-numerical order.
* Store and maintain company documents in both electronic and physical forms.
* Responsible for maintaining hard copy information.

**2010 - 2011 Data Entry Operator**

**Taluka Municipal Administration Pakistan.**

* Perform general data entry using Microsoft Excel and Word.
* Verify entered data by reviewing with source documents.
* Protects organization's value by keeping information confidential.
* Communicating effectively, through email, verbally and in writing.
* Input data into a variety of computer programs with pace and correctness.
* Performed Data Entry Alpha and Numeric Data entry to add new records

Verify, correct, edit, and changes.

**Education**

**2008 - 2010 Bachelors**

**Shah Abdul Lateef University Khairpur, Pakistan.**

**Other Courses**

**Three Month Graphics, Designing & Animation**

**Classis Academy Science & Technology Larkana Pakistan**