**RIZWAN**

[**Rizwan.365143@2freemail.com**](mailto:Rizwan.365143@2freemail.com)

**Near Banyans Metro Station, Deira Dubai**

**OBJECTIVE**

To seek a fulfilling position that would best fit my qualification in a well-established company and to be able to contribute my knowledge and skills acquired through approximately 5 years of solid work experience as a **DATA ENTRY OPERATOR**.

**PROFESSIONAL EXPERIENCE**

**CASHIER at Global Village, Dubai** **November 2016 to April 2017**

* Receive payment by cash, credit cards and foreign currency.
* Issue receipts, refunds, credits, or change due to customers.
* Manage receipts and coupons.
* Sort, count, and wrap currency and coins.
* Listen to customer’s grievances and offer to resolve their problems.
* Balancing the daily account at the end of each day.

**Data Entry Operator at HAKIM HYPER MARKET Pakistan** **May 2015 – June 2016**

* Responsible for preparing data entry for computer entry.
* Testing customer account system upgrades and changes.
* Entering accountant and customer data.
* Maintaining databases and data entry requirements.
* Processing account and customer source documents.
* Bar-code printing and securing information.
* Answer phones and create notifications in the system.
* Contact with internal and external customers.

**Store Supervisor at QUICK MAIL S.A.S DI MUHAMMAD YOUNAS & C., Torino, Italy.**

**January 2011 – December 2014**

* Handled day to day activities and daily work report.
* Recommended different methods of improvement and expansion in current facility.
* Used different techniques and guideline to ensure safe environment around the work site.
* Performed data entry-alpha and numeric data entry to add new records, verify, correct, edit, and change.
* Utilized scanner, copier, telephone, fax machine, and printer to perform tasks.
* Documents Controller of vehicles and maintaining alphabetic and day by day as working.

**Computer operator & Documents Controller at JS International Pakistan**

**November 2009 – November 2010**

* Dealing with suppliers by Emails and Telephonically.
* Import goods documents controller (Invoices, Packing list, Bill of Loading, Custom clearances documents).

**Technical Skills**

* Over 5 year’s data entry and administrative experience.
* Typing Speed: 45 WPM.
* Highly skilled in operating a variety of office machines and equipment such as computer, fax, scanner and copier.
* In-depth knowledge of MS Office applications (Word, Outlook and Excel).
* Have good knowledge of using inventory control software (Raymendi IPOS7 & IPOS Touch).
* Have adequate knowledge of computer hardware assembly, Troubleshooting & Networking.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bachelor of Computer Engineering** | | | **2010-2015** |
| Politecnico di Torino, Italy | | |  |
| **Information and Computer Science (ICS)** | | | **2005-2007** |
| Board of Intermediate Secondary Education Gujranwala | | | |
| **High School Certificate** | | | **2003-2005** |
| Board of Intermediate Secondary Education Gujranwala | | | |
| **Diploma of Computer Science** | | | **2003-2005** |
| **Diploma in Tracer Trade** | | | **May 2008-October 2008** |
| **Diploma in Civil Draftsman Trade** | | | **Nov. 2008- April 2009** |
| **Diploma in Quantity surveyor Trade** | | | **May 2009-October 2009** |
| **Diploma in Auto Cad 2D, 3D** | | | **March 2010-May 2010** |
| **Languages** |  | |  |
|  English, Italian, Urdu, Hindi, Punjabi | | |  |
| **Personal detail** | | |  |
| Gender | |  | Male |
| Status | | | Married |
| Date of Birth | | | 13-12-1986 |
| Religion | | | Islam |
| Nationality | | | Pakistani |
| Visa Status | | | Employment Visa |