NABEEL

NABEEL.367057@2freemail.com

*(Data Entry Operator / Secretary/ Document Controller /*

*Record Keeper / Cashier / Store Incharge / receptionist)*

**OBJECTIVE**:

Seeking a Data Entry Operator position utilizing extensive typing ability and great communication skills to maximize efficiency of office, to work willingly in an environment where come through creativity, hard working, sincerity, honesty and devotion to duty. Where I can develop and utilize my versatile skill set and improves my worth.

**MAJOR SKILLS**

* Over 4 year’s data entry and administrative experience
* Typing Speed: 40 WPM
* Inputting both text data and also numerical data
* 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, PowerPoint and Excel)
* Proven record of using honesty and discretion when handling business information
* Demonstrated ability to use office equipment with a high degree of accuracy and efficiency.
* Strong commitment to performing and producing at the highest level

**PROFESSIONAL EXPERIENCE**

SNGPL (Sui Northern Gas Pipelines Ltd.) Pakistan “3rd Party Contract” Feb-2012 – Present

**Data Entry Operator** CEO Secretary

(Responsible for the input and maintenance of data within the company database. Also in charge of processing large volumes of orders and responding to any enquiries regarding records.)

**Responsibilities**

* Perform general data entry using Company software, Microsoft Excel and Word
* Input data into a variety of computer programs with pace and correctness
* Perform a wide variety of secretarial tasks in support of the business
* Answer phones and create notifications in the system
* Contact with internal and external customers

M/S WALK EAZE (Shoes & Bags Co.) Pvt. Ltd Jan-2011 – Feb-2012

**Data Entry Operator / Cashier**

(Working on a cash register in a large busy store providing a high quality, customer driven service and acting as the first point of contact for customers. Helping to build the business by engaging in a polite and friendly way with every customer.)

**Responsibilities**

* Providing customers a personalized, friendly and efficient cashiering service.
* Taking payments from customers via cash, cheques and credit cards.
* Entering purchases into a cash register then calculating the total purchase price.
* Responsible for the accurate and timely allocation of cash.
* In charge of daily cashbook management and also bank reconciliations.
* Undertaking till balancing & administration activities in an efficient manner.
* Helping to resolve customer complaints.
* Training new cashiers. Sorting, counting, and wrapping currency and coins.
* Compiling and maintaining monetary and also non-monetary reports and records.
* Balancing cash in the till with receipts.

**EDUCATION**

* Intermediate
* Diploma / Certificate Industrial Electronics 02 years
* Certificate CCA (Computer Certificate Application) 03 Moth
* Matriculated

**CORE COMPETENCIES**

* Relationship building
* Proactive approach
* Problem solving and decision making.

**ADDITIONAL CAPABILITIES**

* Able to perform other clerical duties as needed
* Positive attitude and excellent interpersonal skills
* Demonstrated ability to maintain good manners and efficiency in routine professional relationships.

**OTHER SKILLS**

SEO (Search Engine Optimization):

1. Google Adsense 2. Google+ 3. Twitter 4. YouTube
2. Bloggers 6. Reddit 7. Tumblr 8. Pinterest

Computer:

1. Basic Computer Hardware & Software 2. Printing 3. Scanning

4. Emailing 5. Browsing

**LANGUAGE**

English Good

Urdu Excellent

\*Reference will be furnished on demand.