

**Afzal**

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***Objective***

* Seeking entry to middle level position in your reputed organization as a Data Entry Operator, Computer Operator or Cashier, Demanding high standards of quality

and precision and providing opportunities for professional growth and development.

***Personal***

* **Date of Birth** : May 20, 1993
* **Nationality** : Pakistani
* **Visa Status** : Visit Visa

***Qualification***

* Master in Economics : Continue….
* Bachelor in Arts : Passing year 2015
* Intermediate in Commerce : Passing year2012
* Matriculation in Medical : Passing Year 2010
* Computerized Accounting : Passing year 2015

***Skills***

* MS World
* MS Excel
* MS Power Point
* Internet Browsing
* WindowsInstallation
* Peach Tree
* Quick Book
* Adobe Photoshop
* Tally

* Sage Line 50
* English Typing
* Urdu Typing
* In-page
* Adobe Illustrator
* Adobe After Effect
* Logo Design
* Searching

***Personal attitude***

* Team working and co-coordinating.
* Task performer within stipulated time
* Patience of holding job up-to the mark.
* Positive thinking in routine job working.
* Experience sharing with colleagues.
* Able to perform other clerical duties as needed
* Proven ability to type 35 WPM

***Experience***

* Operation Executives at **OW Careers**

 (Sep 2017, to Present)

* Applying on jobs
* Handling and maintaining client’s profiles
* Making daily reports regarding clients profile
* Create profiles on different portals
* Graphic Designer at

**MAVENUP CREATIVES**

 (Oct 2015, to April 2017)

* Making Website Designs
* Handling and rearranging design concepts
* Logos and other graphic work
* Portfolio Link: http://behance.net/afzalasghar916
* **Data Entry Operator**
* Organizing files and collecting data to be entered into the computer.
* Analyzing the data for errors.
* Reporting problems with the data.
* Accurately entering information into various computer programs.
* Keeping sensitive customer or company information confidential.
* Cashier at **DEEWAN-E-KHAAS**

(July 2014, to Oct 2015)

* + - * Take and fill orders.
			* Manage large sums of money daily
			* Communicate with the customers and ensured proper food presentation and storage
			* Assisted with clean-up
			* Maintaining detailed records of served orders and collected cash
			* Assisting the cashier in generation of the daily cash reports
* Stock Entry Officer at **CASH AND CARRY**

 (Feb 2014, to May 2014)

* Maintain Record in MS Office.
* Record update in Quick Book Point of Sale.
* Daily stock evaluation***.***
* Office Administrative at **IPE ACADEMY**

 (January, 2013 to December 2013)

* + - * Manage Filling System
			* Recording information as needed
			* Greeting clients and visitors as needed
			* Updating paperwork, maintaining documents and word processing.
			* Helping organize and maintain office common areas.
			* Performing general office clerk duties and errands.
			* Coordinating events as necessary and Maintaining supply inventory
			* Maintaining office equipment as needed and creating, maintaining, and entering information into databases.

***Reference:*** Will be furnished upon request.