** HAFEEZ**

**Email :** hafeez.387419@2freemail.com

**Post Applied for: Data Entry Operator / Computer Clerk / Desktop Support**

**SUMMARY**

**Data Entry specialist adept at developing and maintaining databases, Certified in 10-key and highly skilled at creating effective organizational and filing systems. Able to handle confidential information and identity areas for system improvement with ease.**

**HIGHLIGHTS**

* **10 Key Advance MS Office Suite knowledge**
* **Spreadsheets Understand Grammar**
* **Invoice processing Resourceful**
* **Billing Computer-savvy**
* **Filing and data archiving Self directed**

**EXPERIENCE**

**QUICK PAY SERVICE (Western Union Money Transfer)**

**SAIDABAD MAIN ROAD, HYDERABAD**

**Data Entry Specialist**

* Create monthly reports for records, closed terminated records, and completed chart audits.
* Filing written customer transactions slips into company application.
* Scanning important documents and bank cheques into system.
* Make printed files by end of the month.
* Filing and uploading customers contact details and ID’s on company application.

 **EDUCATION QUALIFICATION**

* Board Of Secondary Education (S.S.C)
* Senior Secondary School (Intermediate)
* Perusing B.Com from Dr.Ambedkar University (backlogs)

**TECHNICAL QUALIFICATION**

* Diploma in Bachelor of Computer Applications.
* Diploma in Computer Hardware.
* Knowledge of Networking.
* Knowledge of Computerised Air Ticketing.

**PERSONAL DETAILS**

Date of Birth : 01-01-1984 (35 Years)

Nationality : Indian

Religion : Islam

Qualification : Intermediate

Languages Known : English , Hindi, Urdu,

Marital status : Married