

Your Name**Mobile No.:** +92-334-0000000

+92-343-0000000

E-mail: yourmail@**Address:** House No. SN-148, Street No.12, Mohalla Qayyumabad, Dhoke Kala Khan, Shamsabad, Rawalpindi.**Career Objective:**

To attain the heights of professionalism that can make me able to play a vital role in achieving team, departmental and organizational goals & ultimately fulfill my learning desires.

Career, Competencies and Related Accomplishments:

Sofnix. SMC Pvt. Ltd Islamabad, Pakistan.

Data Entry Operator (April 2010 to Present)

* I am currently serving as a Data Entry Operator in the Editorial Department of Sofnix SMC (Pvt) Limited.

Responsibilities:

- Data Analysis, Conversion & Editing.
- Quality Assurance.
- Indexing of Document.
- Mentoring and Training of juniors.

Fuji Fertilizer Company Rawalpindi, Pakistan.

Data Entry Operator (March 2009 to April 2010)

* One year experience as a Data Entry Operator in Fuji Fertilizer Company through Buraq Integrated Solutions in evening shift.

Responsibilities:

- Convert Scan Pages to PDF Form.
- Indexing of Document.
- Quality Assurance.

Khushhali Bank Ltd. Islamabad, Pakistan.

Data Entry Officer (May 2008 to Sep 2009)

* One year & Six Month experience as a Data Entry Officer in Khushhali Bank Ltd. in morning shift.

Responsibilities:

- Disbursement Processing.
- Printing of Demand Drafts, Preparation of Cheques for our customers.
- Stock keeping of Demand Drafts.

- Reconciliation of Demand Drafts with Bank Accounts.
- Cancellation Processing of Demand Drafts.
- Quality Assurance.
- Maintaining File Work/Data.
- Maintaining Day Book/Vouchers.
- Archiving Control.

Part Time Jobs:

- Work as a Data Entry Operator in Benazir Income Support Program.
- Work as a Data Entry Operator in Flood Relief Project.
- Work as a Data Entry Operator in Online Form Filling Project.
- Work in Online Captcha Entry Project.

Hobbies:

Reading books, Computer gaming, learning more about computer applications and Softwares, Discovering application Shortcuts to work fast, watching movies & playing cricket.

Education:

Degree Institute Completion year
 Intermediate A.I.O.U. Islamabad In Progress
 Matriculation in Science B.I.S.E. Rawalpindi 2003-2005

Other Courses:

Institute Type Year
 Scholars College of Commerce Rawalpindi English Language & Basic Computer Course
 2005
 Secretariat Training Institute Islamabad Shorthand Theory & Typewriting Course Including
 MS Office &
 E-Mail/Internet 2007

Skills Inventory:

Tools and Technology Level of Expertise When last used
 MS Office Intermediate Current
 MS Outlook Intermediate Current
 Adobe Photoshop CS/ CS3 Intermediate Current
 Fine Reader Intermediate Current
 Adobe Acrobat Intermediate Current
 Internet/mail Intermediate Current

Personal Information:

Father's Name: -----
Gender: Male
Nationality: Pakistani
Birth date: 25th September (25-09-1987)
Domicile: Punjab
National ID No.: 37401-5458804-7
Marital Status: Single

Languages:

Punjabi: Mother Tongue
Urdu: Good
English: Normal

References:

More References will be furnished on demand.