Muhammad Adnan

Data Entry Specialist | Web Designer | BS Computer Science Student

Contact Information

Email: adnankhansahuka1@gmail.com

Phone: +92 319 6248868

Location: Burewala, Punjab, Pakistan

Portfolio: https://adnan8868.github.io/port/

Objective

I am a dedicated Data Entry Specialist, Web Designer, and Photo Editor with expertise in handling large datasets, document formatting, editing, and creating responsive websites. Currently pursuing a BS in Computer image Science at Virtual University (VU), I am eager to apply my skills in real-world projects and provide high-quality services in data management, web design, and photo editing.

Experience

Data Entry Specialist – Parabyt (Remote)
Jan 2024 – Jan 2025

- Performed data entry and document formatting tasks using **MS Excel** and **MS Word**.
- Handled large datasets with accuracy and speed.
- Maintained data integrity and ensured quality of entries for various online projects.

Self-taught Data Entry Specialist, Web Designer, and Photo Editor with hands-on experience. I have worked on multiple projects, including document formatting, large data handling, the iCoder website, and creating visually appealing images.

Skills

- Data Entry & Document Formatting (MS Word & Excel)

- Web Designing (HTML, CSS, Bootstrap)

- PDF to Word/Excel Conversion

- Data Cleaning, Sorting & Filtering

- Photo Editing

Education

BS Computer Science - Virtual University of Pakistan (VU) (Present)

Intermediate (ICS) - Aspire College, Burewala (2022-2024)

Matriculation (Science) - Govt School, Sahuka (2020-2022)

Languages

- Urdu: Expert

- English: Intermediate