



Muhammad Ammar Amjad

➤ Experience:

Data Entry Operator Leopards Courier – Faisalabad, Pakistan
01/2025 – current

- Prepared and maintained Excel sheets for zone-wise courier data, including inbound, outbound, and internal transfer shipments.
- Collected, organized, and verified shipment records from multiple regions, including Faisalabad and surrounding zones.
- Ensured accurate data entry and secured clearance of all files from respective departments within tight deadlines.

➤ EDUCATION:

❖ **Bachelor of Science (Computer Science)**
Government College University Faisalabad

❖ **Intermediate in Computer Science (ICS)**
The Logic School System, Khurianwala
Marks: 902 / 1100 (82%)

❖ **Matriculation (Science)**
Govt. High School Boys 38/3.R
Marks: 860 / 1100 (78%)

❖ **Hobbies and interests:**
Learning web development
Exploring new technologies
Reading about programming

📍 **Manawala, Sabina Town,
Faisalabad**

☎ **0324-5947204**

✉ **ammarmjad0324@gmail.com**

Summary:

Data Entry Operator with strong experience in managing zone-wise logistics data using MS Excel at Leopards Courier. Currently pursuing BS Computer Science with growing skills in web development. Passionate about accuracy, learning new technologies, and improving operations through technology

Skills:

- Data Entry & Documentation
- Microsoft Excel & Office Suite
- Fast and Accurate Typing
- HTML, CSS, JAVASCRIPT

Languages

- **Urdu** – Proficient
- **Punjabi** – Proficient
- **English** – Conversational