



ATIF JAHANGIR

► DATA ENTRY OPERATOR

about me

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

CONTACT



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Village Channi ghangothi,
Pobox Chowk Pindori, Tehsil
Kallar Syedan, District
Rawalpindi, Punjab, Pakistan.

EDUCATION

DAE IT

KRL Institute of Technology
2015-2018
Kahuta Pakistan.

Matric Science

Govt. High School Bhakral.
2013-2015
Kallar Syedan Rawalpindi
Pakistan

SKILLS

Organized ●●●●○

Communication ●●●●○

Teamwork ●●●○○

Meeting deadlines ●●●●●

Critical thinking ●●●●○

Resilience ●●●○○

► EXPERIENCE

Data Entry Operator

Aurik Pharmaceuticals Feb 2020 - Jan 2021

Key responsibility

- Accurate Data Entry
- Attendance Documentation
- Data Verification
- Reporting and Analysis
- Collaboration and Communication

Data Entry Operator

Winner Foods Pvt.(ltd). May 2021 - continuous

Key responsibility

- Accurate Data Entry
- Production Documentation
- Data Verification
- Reporting and Analysis
- Collaboration and Communication

Software

- MS Office
- Oracle ERP
- Cirumtech ERP

► LANGUAGE

English

Urdu

