

Curriculum Vitae

Name:	Arslan Siddique
Father's Name:	Muhammad Siddique
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Career Objective

A dedicated and detail-oriented Computer Operator with over 14 years of experience in educational institutions. Skilled in data management, record keeping, and office automation. Seeking a challenging position where I can utilize my technical and administrative skills to contribute effectively to the organization's success.

Educational Qualifications

Degree	Year	Board/University
Matriculation	2006	Board of Intermediate & Secondary Education, Gujranwala
Intermediate (I.Com)	2008	Board of Intermediate & Secondary Education, Gujranwala
Bachelor of Commerce (B.Com)	2010	University of the Punjab

Professional Experience

Superior Education System — Computer Operator (2010 – 2017)

- Managed student data and computerized records.
- Assisted in report generation and documentation.

The Knowledge School — Computer Operator (2017 – 2022)

- Maintained student attendance and examination records.
- Provided administrative and IT support to staff.

The Ace School — Computer Operator (2022 – Present)

- Handling all computerized tasks, data entry, and school reports.
- Supporting management in digital communication and documentation.

Skills

- MS Office (Word, Excel, PowerPoint)
- Data Entry and Record Management
- Communication and Coordination Skills
- Typing Speed: 40+ WPM
- Basic IT Troubleshooting

Personal Information

Date of Birth:	14 December 1990
Nationality:	Pakistani
Religion:	Islam
Marital Status:	Unmarried
Languages:	Urdu, English

References

Will be provided upon request.