

# M AMJAD GHAFFAR



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Lahore, Pakistan

Data Entry Specialist | IT Support | MS Office Expert

## ► EDUCATION

Bachelor of Science in  
Computer Science  
Comsats University  
Islamabad,  
Lahore Campus

## OBJECTIVE

Focused and detail-oriented Computer Science graduate with professional experience as an Office IT Manager. Looking for a data entry opportunity to contribute accuracy, time management, and dedication.

## ► Languages

- English – Fluent
- Urdu – Native

## WORK EXPERIENCE

### Office IT Manager-Truesofts, Lahore

Jan 2023 – Present

- Managed daily office operations, reports, and digital records
- Performed regular data entry, report updates, and system backups
- Trained staff on MS Office and Excel for better productivity
- Ensured accurate documentation of client and internal data

## Skills

### Typing Speed: 40 WPM

- Microsoft Office (Word, Excel, PowerPoint)
- Google Sheets & Docs
- Attention to Detail
- Data Entry Accuracy
- Time Management
- Basic File Organization
- Self-Motivated & Reliable

## Tools & Tech Knowledge

- Windows 10/11, Google Workspace
- Email & File Management
- Cloud Storage (Google Drive, Dropbox)
- Visual Studio Code
- Canva
- AI Tools(Chatgpt, Perplexity)