

M AMJAD GHAFFAR

- +92-3114262027
- amjadmerane@gmail.com
- Lahore, Pakistan

Data Entry Specialist | IT Support | MS Office Expert

EDUCATION

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

Languages

- English – Fluent
- Urdu – Native

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.

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)