



# Noman Muhammadi

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## Career Objective

A detail-oriented and confident individual with solid typing skills and computer proficiency, seeking a Data Entry position to utilize my skills in a professional environment. I am team-collaborative, responsible, and passionate about delivering quality work efficiently.

## Education

Intermediate in Computer Science (ICS)

Sindh Muslim Govt. Science College, Karachi

Matriculation (Science)

Happy Home Secondary School

## Experience

Data Entry Operator (Intern) - Duration: 3 Months

- Performed accurate data entry tasks with speed and efficiency
- Maintained data integrity and ensured no errors
- Collaborated with team for timely submission of tasks
- Managed digital files and used office software confidently

## Skills

- Fast Typing Speed (50-60 WPM)
- Excellent Computer Handling
- MS Word, Excel, and Data Software Usage
- Responsible and Detail-Oriented
- Social and Confident
- Team Collaborative
- Strong Communication