ABDULLAH KHAN

Data Entry Clerk

📞 +923204646654   @ hafizkhan8606@gmail.com   📍 lahore pakistan

SKILLS

Data Entry · data integrity · EXCEL · Product Knowledge · Spreadsheets

EDUCATION

intermediate (high school diploma)   04/2022 - 04/2024

divisional public school   lahore pakistan

EXPERIENCE

Data Entry Clerk   03/2024 - 03/2024

                                                                     lahore pakistan

Detail-oriented and meticulous Data Entry Clerk with a passion for accuracy and efficiency. Proficient in data entry software and spreadsheets, with a keen eye for identifying errors and ensuring data integrity. Strong organizational skills and a commitment to meeting deadlines in fast-paced environments. Abdullah Khan brings beginner-level skills and experience in data entry, along with a dedication to learning and growing in the role. Eager to contribute to a dynamic team

- Entering data into computer system
- Ensuring accuracy and completeness of data entry
- Verified and cross-checked data entries to ensure accuracy and completeness. Collaborated with team members to identify and resolve any discrepancies or errors in data. Implemented efficient data entry processes to streamline workflow and improve overall accuracy.

appointment setter   03/2024 - 03/2024

remote   lahore pakistan

I am a beginner in this realm
- Will follow company scripts to cover key points and overcome objections.
- Redirect questions and questions towards beneficial aspect of available offerings

Customer Service Representative   03/2024 - 03/2024

remote   lahore pakistan

Provide information and resolve any issues customers may have in a professional and timely manner. Assist customers with inquiries, concerns, and complaints. Providing information about products and services. Resolve customer complaints and issues in a timely and professional manner

- Facilitated smooth and efficient order placement process for customers by actively listening to their needs and utilizing product knowledge to suggest appropriate solutions. Tracked orders and provided timely updates to customers, ensuring their satisfaction with the overall experience.

SUMMARY

Abdullah Khan is a detail-oriented and efficient Data Entry Clerk with experience in entering data into computer systems and maintaining accuracy and completeness. With a strong eye for identifying errors and a commitment to meeting deadlines, Abdullah brings beginner-level skills and a dedication to learning and growing in the role. He has a high school diploma in computer science and is skilled in data entry, customer service, and complaints resolution. Abdullah is eager to contribute his skills and work ethic to a dynamic team.