**ABDUL QADEER LAGHARI**

**Permanent / Mailing Address:**

Village Dhingano Bozdar Distract TandoAllahyar

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**Objective**

To serve in an organization which offer challenging opportunities and an excellent working environment so

as it would enable me to improve my abilities, develop and furnish my working skill and also give me an opportunity

for career advancement.

**Experience**

**Data Entry Operator at Telenor Franchise From 01-01-2025**

1. Complete, verify accuracy and sort information according to priorities to prepare source data for

Computer entry

1. Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
2. Research and obtain further information for incomplete documents.
3. Apply data program techniques and procedures.
4. Generate reports, store complete work in designated locations and perform backup operations.
5. Scan documents and print files, when needed.
6. Keep information confidential,
7. Respond to queries for information and access relevant files.
8. Comply with data integrity and security policies.
9. Ensure proper use of office equipment and address any malfunctions.

**Education**

1. H.S.C Noor shah college Tando Jam “A Grade”
2. S.S.C Governmant high school Dhingano Bozdar “A Grade”

**Technical Qualification**

**Six Months COMPUTER Operator Course from THE-HAK TECHNICAL INSTITUTE**

1. Module 1: Maintain Computer System
2. Module 2: Prepare Word Documents
3. Module 3: Prepare Spreadsheets
4. Module 4: Prepare Presentation
5. Module 5: Prepare In-page documents
6. Module 6: Manage e-mail / internet
7. Module 7: Mange information System
8. Module 8: Identify and peruse new business opportunities in the field of Computer (ICT).

**Personal Information**

Name : Abdul Qadeer

D.O,B : 2008,02.07

N.I.C : 41701-0798503-5

Religion : Islam

Marital Status : Single

Nationality : Patriot Pakistani

**Personal Skills, Abilities & Interests**

1. Analytical and enjoy working out business solutions
2. Willing to accept challenges
3. Innovative and professional
4. Believe in Teamwork and have made a good leader
5. Enjoy interacting with all type of people

**Working Environment**

The majority of the work is performed in a professional office setting with a

Wide variety of people in differing functions, personalities and abilities.