

# Muhammad Haroon

Data Entry Operator | Former Web Developer

✉ haroonkhanlala47@gmail.com ☎ 03340520574 📍 Mardan | pakistan 🌐 haroonkpk

## PROFESSIONAL SUMMARY

Tech-savvy individual with **1.5+ years** of experience as a **MERN Stack Developer**, now focusing on **data entry** and administrative roles. Skilled in fast and accurate typing, managing large datasets, and working with digital tools. Brings strong attention to detail, familiarity with software systems, and a professional mindset to ensure efficient data operations.

## WORK EXPERIENCE

### Self-Employed

- **Created and maintained project documentation using MS Word and Excel for each project**, including feature plans, data flow diagrams, and client requirement documents.
- Used MS Excel for tracking project progress, task assignments, and maintaining small datasets.
- Built and integrated secure RESTful APIs using Node.js, Express, and MongoDB.

## EDUCATION

**Diploma in Information Technology (DIT)** 2023

NCST of Lndkhwar

**Key Skills:** MS Office, Basic Networking, Computer Operations

**FA (Intermediate in Arts)** 2025

Allama Iqbal Open University (AIU)

**Bachelor of Science in Computer Science (BSCS) (Planned – Fall 2025)** Planned – Fall 2025

Virtual University of Pakistan

## CERTIFICATIONS / TECHNICAL TRAINING

**Full Stack Web Development (MERN Stack)**

IDEOvercity

## SKILL

### Data Entry & Office Tools

Typing (fast & accurate)  
MS Office (Word, Excel, PowerPoint Access)  
Google Docs/Sheets  
Data formatting & file handling  
Documentation & records management

### Development Skills

HTML, CSS, JS, React  
Node.js, Express, MongoDB  
Zustand  
Tailwind CSS, REST APIs  
Git & GitHub