



# HAMZA YOUNAS

*Data Entry Specialist*

## PROFILE

Over 2.5 years experience in successfully performing a number of data entry and clerical tasks. Proven ability to collect and manage information efficiently and accurately. Excellent written and verbal communication skills, strong desire to work hard, and perform well.


## SKILLS

SQL Database  
Microsoft Excel  
Microsoft Office  
Data Science  
Data Visualization

## CONTACT ME

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 hyounas0026@gmail.com

 c/o prof.saif ur rehman chak  
13/g tehsil chishtian,punjab,  
pakistan

## ➤ EDUCATION

**THE ISLAMIA UNIVERSITY OF BAHAWALPUR**

(Bachelor of Science in Computer Science)  
March 2021-Current

## ➤ WORK HISTORY

**DATA ENTRY CLERK AT SUTLEJ PARK LIBRARY**

2725+MVQ, Eid Gah Rd, Bahawalnagar  
November 2021 – July 2022

**DATA SPECIALIST AT DARAZ HOUSE, LAHORE**

December 2022 – June 2023

## ➤ COURSES

**DATA ANALYSIS WITH PYTHON, COURSERA**

April 2023 – August 2023

**DATA ENTRY COURSE, UDEMY**

September 2020 – January 2021

**WHAT IS DATA SCIENCE?, COURSERA**

January 2023 – March 2023

## ➤ REFERENCE

**PROF.HAMMAD SAEED(LIBRARY SUPERVISOR)**

ham809368@gmail.com

## ➤ WORK EXPERIENCE

Prepared documents for data entry  
Verified, updated and corrected source documents  
Entered data into designated database and forms  
Researched and retrieved requested data