

MEHMOOD UL HASSAN

DATA ENTRY OPERATOR

+92 312 2378517 | mahmoodshaikh262@gmail.com | 75760, Karachi Sindh Pakistan

EDUCATION

premier Grammer School

Matriculation

2013 - 2015

Govt. Islamia Science College

Intermediate

2015 - 2017

EXPERIENCE

Data Entry Operator

Mount Fuji Textile.
Karachi, Sindh

Dec 2021 - Present

- Gathered data from multiple sources and write them manually and feed into software.
- Created reports based on up-to-date data.
- Completed data entry tasks with accuracy and efficiency.
- Scanned document and saved in database to keep records of essential organizational information.
- Verified data files prior to maintain high data accuracy.

Data Entry Operator

Mount Fuji Textile.
Karachi, Sindh

Feb 2021 - Nov 2021

- Completed data entry tasks with accuracy and efficiency.
- Monthly closing and check the data for clarification.
- After monthly closing distribute the salary to workers.

Mobile Shop Owner

Mahmood Mobiles
Karachi, Sindh

Apr 2018 - Jan 2021

- Demonstrated respect, friendliness and willingness to help wherever needed.
- Maintained energy and enthusiasm in fast-paced environment.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Maintained excellent attendance records, consistently arriving to work on time.

SUMMARY

Data Entry Operator with over 1.5 years experience in data processing and over 2.5 years of sales experience. Focused on maintaining high-quality data and improving performance standards. Prioritizes professionalism, organization and efficiency.

SKILLS

- Data Entry
- Information Updates
- Monthly Closing
- Communication Skills
- Purchasing Negotiation
- (C.R.M) Customer Relationship Management
- Cash Handling
- Teamwork and Collaboration

LANGUAGES

Urdu (Native)	<div></div>
English	<div></div>
Pashto	<div></div>
Bengali	<div></div>
Punjabi	<div></div>

HOBBIES

- Exploring
- Riding
- Reading
- Swimming
- Gaming