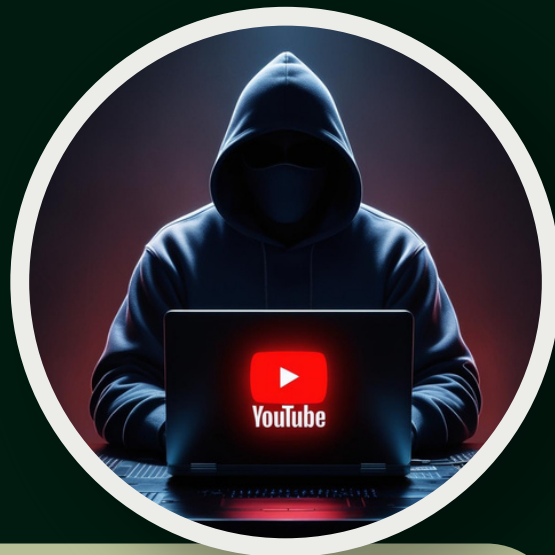


# MUZAMMAL HUSSAIN

Data Entry Operator



## About Me

Dedicated data entry expert with a keen eye for detail and a proven track record of maintaining accuracy and efficiency in high-volume data processing. Skilled in various software applications and committed to delivering timely and reliable results.

## Skills:

MS Office	90%
Graphic Design	87%
Auto & Farm Machinery Engr	95%
Data Entry	84%
Canva	92%

## Education:

"Completed DAE in Auto & Farm Machinery from Faisalabad College (2022-2025)."

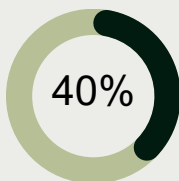
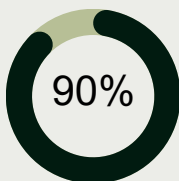
Passionate about technology, innovation, and hands-on mechanical solutions."

## Language:

Urdu

Punjabi

English (BASIC)



+92307881258



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258RB, Faisalabad, Punjab, Pakistan

## Professional Experience:

### Data Entry Operator:

Jan 2025 - May 2025 | Akhuwat Campus

- Accurately entered and managed large datasets, ensuring 99% accuracy and efficiency.
- Utilized various data management tools to streamline processes and enhance productivity.
- Met strict deadlines while maintaining high attention to detail in data processing.

### MS Office:

Jan 2025 - May 2025 | Akhuwat Campus

- Proficient in Microsoft Word, Excel, and PowerPoint, creating well-structured documents, spreadsheets, and presentations.
- Managed data entry, analysis, and reporting using advanced Excel functions like VLOOKUP, Pivot Tables, and Macros.
- Ensured professional document formatting and efficient workflow management to improve productivity.