



REHAN ALI ANJUM

Computer Operator

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✉ rehanalianjum16@gmail.com

PROFILE

Detail-oriented IT Assistant with hands-on experience in data entry, data management, MS Office, software installation, system troubleshooting, and Windows configuration. Strong ability to handle daily IT operations, maintain system performance, and support users with technical issues. Skilled in organizing data, improving workflow, and ensuring smooth IT functionality across teams. Always focused on accuracy, timely task completion, and providing reliable technical support.

EXPERTISE

- MS OFFICE | EXCEL
- GOOGLE SHEETS & GOOGLE DOCS
- DATA ENTRY & MANAGEMENT
- FILE HANDLING & MAINTENANCE
- INTERNET RESEARCH
- EMAIL MANAGEMENT
- COMPUTER OPERATIONS
- PDF HANDLING
- DOCUMENT FORMATTING

LANGUAGES

English

Urdu

EXPERIENCES

Paragon laboratory | 2025- Present

IT Assistant

- Provided daily technical support, software installation, and system troubleshooting to ensure smooth IT operations. Managed data entry tasks with accuracy, handled MS Office documentation, and maintained system performance across the team.

ZENX SOLUTIONS | 2025 - 6 Month

Data Entry Operator

- Accurately entered and updated large volumes of data into company systems while maintaining 100% accuracy. Managed records, verified information, and performed regular data cleanup to ensure data integrity.

EDUCATION

Matric From Lahore Board | 2023

GOVT High School

Intermediate (ICS) From Lahore Board | 2025

I.A.S Commerce College

Full Stack Website Developer | 2024

IDEOVERSITY TRAINING INSTITUTE ARFA TOWER

BSCS (Cont...) | 2025

VIRTUAL UNIVERSITY OF PAKISTAN