



# REHAN ALI ANJUM

Computer Operator

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## 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