

M Saad Ahmed

KEY ACHIEVEMENTS

Data Entry Clerk

Consistently maintained a high accuracy rate by thoroughly reviewing and verifying data entries.

COURSES

ACIT

PASSIONS

Data Entry Clerk

Data Entry Clerk

0312-1250383 saadhan6568@gmail.com Karachi, Sindh

SUMMARY

"As a Data Entry Clerk, I have developed strong expertise in accurately and efficiently handling large volumes of data. With a meticulous eye for detail, I ensure all information is entered, updated, and maintained with the highest level of accuracy and integrity. My responsibilities include inputting data into various databases and systems, verifying and cross-referencing information to prevent errors, and maintaining the confidentiality of sensitive records.

I am proficient in using data management tools and software, such as Microsoft Excel, Google Sheets, and specialized data entry platforms, enabling me to streamline workflows and optimize data organization. My ability to manage time effectively ensures timely completion of tasks, even when working under tight deadlines in dynamic and fast-paced environments.

With excellent organizational skills and a commitment to quality, I prioritize maintaining accuracy in all aspects of my work. Additionally, my communication skills enable effective collaboration with team members to resolve discrepancies and ensure seamless data processing. My passion for data accuracy and efficiency makes me a reliable and valuable contributor to any organization."

EXPERIENCE

Data Entry Clerk

2008

Digital Solutions

Detail-oriented Data Entry Clerk with 6 months of experience at Digital Solutions. Skilled in accurately entering, managing, and verifying large volumes of data. Proficient in utilizing data management tools and maintaining high levels of confidentiality. Demonstrates strong organizational skills and the ability to meet deadlines in a fast-paced environment.

Karachi, Pakistan

- Accurately entered and managed data in the company's database.
- Ensured data integrity by performing regular quality checks.
- Assisted in generating weekly reports for management review.

EDUCATION

Matric

Date period

Farabi Govt Boys High Secondary School

SKILLS

Typing Speed and Accuracy · Basic Data Analysis · Attention to Detail ·

Problem-Solving Skills · Communication Skills · Familiarity with Software