SYED HANEEF ULLAH

About Me

I am a motivated and detail-oriented Computer Science student with a strong interest in data entry and management. My educational background and hands-on experience have equipped me with a solid foundation in data handling, problem-solving, and technical skills. I am passionate about ensuring data accuracy and efficiency and am eager to contribute to a dynamic team.

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🏠 Lahore, Gulberg 3.

LANGUAGE

- English
- Urdu

SKILLS

- **Data Entry:** Fast and accurate typing skills, proficient in data management software.
- **Technical Skills:** Familiar with MS Office Suite (Excel, Word, PowerPoint), Google Suite, database management.
- **Programming Languages:** Basic knowledge of Php, SQL.
- **Attention to Detail:** High level of accuracy and attention to detail in handling large volumes of data.
- **Communication**: Strong written and verbal communication skills.
- **Problem-Solving**: Excellent problem-solving abilities and logical thinking.

EXPERIENCE

Data Entry Intern

C A I school - Gilgit , Pakistan
4, 2018 – 2, 2019

- Entered, updated, and verified data into various databases.
- Maintained data integrity and accuracy by performing regular quality checks.
- Assisted in generating reports and summaries from the database as required.
- Collaborated with team members to resolve data discrepancies and issues.

EDUCATION

Bs in Computer Science

University of the Punjab - Lahore, Punjab
Session: 2021 to 2025