



# 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

- **Customer Service:** Strong ability to handle customer inquiries and complaints effectively.
- **Communication:** Excellent verbal and written communication skills.
- **Technical Proficiency:** Familiar with call center software, CRM systems, MS Office Suite (Excel, Word, PowerPoint).
- **Problem-Solving:** Strong problem-solving abilities and logical thinking.
- **Attention to Detail:** High level of accuracy and attention to detail in handling customer information.
- **Multitasking:** Able to manage multiple tasks efficiently in a fast-paced environment.
- **Adaptability:** Quickly adaptable to new systems and processes.

## EDUCATION

### Bs in Computer Science

University of the Punjab - Lahore  
Punjab

Session: 2021 to 2025

## EXPERIENCE

### Data Entry

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.