

# MUHAMMAD AKMAL

## DATA ENTRY OPERATOR



### CONTACT



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Basti Unra Mouza Kot Ghunia  
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Rahim Yar Khan.



### PERSONAL

Father Name **Muhammad Ajmal**

Birthday **01-April-1993**

Relationship **Un Married**

Nationality **Pakistani**

C.N.I.C **31301-9939582-7**

Languages **English, Urdu, Saraiki, Punjabi**



### PROFILE

Seeking Challenging role as computer operator where my proficiency in the application of computer operator will be fully consumed to help the organization reach its objectives with excellence and ease.



### PROFESSIONAL SKILL

Microsoft Word



Microsoft Excel



Internet Browsing



Windows 07 & Window XP



Software Installations



### STRENGTH

Believe in Team Work

Leadership

Manual

Curiosity

Creativity

Learning



### WORK EXPERIENCES

#### DVRS OFFICE KHAN PUR PAKISTAN.

2017-2022

Experience as "DATA ENTRY OPERATOR."

Data Entry Operator & Record Maintain. DVRS, Dealer Vehicle Registration System. Approved By the Government of Pakistan Excise, Taxation & Narcotics Control Department Punjab.

#### JAM HONDA KHAN PUR PAKISTAN

2012-2016

Experience as "COMPUTER OPERATOR".

Sales Stock Check In & Check Out. B2B Updates Customer Profile.

#### M. AREEB AIR TRAVELS & TOURS KHAN PUR PAKISTAN.

August 2010 to September 2012.

Experience as "DATA ENTRY OPERATOR."

Data Entry Operator, Making Data Reports, Scanning & Verification of Data.



### EDUCATION

#### Secondary School Certificate

Chak 94/NP High School Sahja Pakistan  
SSC Certificate Obtain Marks 566/1050

2009

#### Higher Secondary School Certificate

Govt. Degree College Thull Pakistan.  
H.S.S.C Certificate Obtain Marks 634/1100

2016

#### Computer Application Office Professional

Certificate M.S Office (M.S Word, M.S Excel, M.S Power Point).  
Duration of 14 Months, Obtain Marks 78/100.

2014



### REFERENCES

★ Reference will be provided on demand.