MUHAMMAD AKMAL



DATA ENTRY OPERATOR





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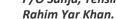


Email

Akmal_8333@yahoo.com

Address

Basti Unra Mouza Kot Ghunia P/O Sahja, Tehsil Khan Pur





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



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.



Microsoft Word

Microsoft Excel

Internet Browsing

Windows 07 & Window XP

Software Installations



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). 2014 Duration of 14 Months, Obtain Marks 78/100.

REFERENCES

Reference will be provided on demand.