



DATA ENTRY OPERATOR, CASHIER

MUHAMMAD ADIL UMAR

CONTACT INFORMATION

- ✉ adilumar5259@gmail.com
- 🏠 New muslimabad colony landhi Karachi Sindh Pakistan
- 📞 +92 3112092681
- 🇵🇰 Pakistani

SKILLS

- Computer operator

LANGUAGES

- English (intermediate)
- Urdu (fluent)

SUMMARY

2 years experience in Data entry operator on MS Excel at public school, such as issuing fee voucher, monthly expenses, preparing marksheet, salary payment, etc

EXPERIENCE

DATA ENTRY OPERATOR

Public school . Pakistan | Oct 2020 - Aug 2023

I have 2 years experience in Data entry operator on MS Excel at public school, such as issuing fee voucher, monthly expenses, preparing marksheet, salary payment, etc

EDUCATION

UNDERGRADUATE/ADC

University of Karachi . Pakistan | July 2021 - September 2023

I.COM

Government college Karachi Sindh Pakistan . Pakistan | 2018 - 2020

CERTIFICATES

COMPUTER OPERATOR

Sindh board of technical education (SBTE). Karachi, Sindh, Pakistan | July 2022 - Dec 2022