

# Muhammad Asif

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Data Entry Specialist with 5 years + experience in various well known enterprises. I worked with PassnFly, Spain. My responsibility was to generate Boarding Passes of passengers of many Airlines including Air America, Air Canada, Wizz Air, Volotea, Ryan Air and other European Airlines.

## WORK EXPERIENCE

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**July 2021 – Dec 2023**      **Data Entry Specialist**      **H&U Enterprises PassnFly**  
**Karachi (Pakistan)**

- Accurately entering and maintaining data within system.
- Ensuring the integrity and confidentiality of sensitive information.
- Demonstrating a strong attention to detail in all tasks undertaken.

**Nov 2018 – May 2021**      **Lead Generation Specialist**      **WebXmeta**  
**Bahawalpur (Pakistan)**

- Develop and maintain a database of lead.
- Research and identify potential leads through online searching.
- Manage and prioritize multiple tasks and projects to meet deadlines.

## RELEVANT SKILLS

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- **Computer skills:** Microsoft Office, Window troubleshoots, Web surfing.
- **Technical:** Accounting, Electrical, Cooking, HVACR.
- **Professional/Social:** Teamwork, Project- Management, Communication, Leadership, Organization, Problem-solving, Attention to detail ....
- **Languages:** Native Language, English (B2)

## EDUCATION

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**2018**    **BS English**      **The Islamia University of Bahawalpur (Bahawalpur, Pakistan)**  
Literature and Linguistics

**2014**    **Higher Secondary**      **Boards of Intermediate and Secondary Education (Multan,**  
**Pakistan)**

## PROFESSIONAL CERTIFICATIONS

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Heat Ventilation, Refrigeration and Air Conditioning (HVACR) by National Vocational & Technical Training Commission, Pakistan.