

# Atif Imran

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<b>Objective</b>	Seeking for a good career by giving all my skills by profession. strongly focused, with the ability to complete tasks in a fast-paced environment with conflicting deadlines.
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<b>Work Experience</b>	<p><b>Category Head of Computer &amp; IT</b> (Aug 2020 – Mar 2021) <b>Telemart Private Limited</b> Responsibilities:</p> <ul style="list-style-type: none"><li>• Mutual understanding with co-operate distributors &amp; vendors.</li><li>• Sorting and verify digital data. handling emails, price beating &amp; queries of customers.</li><li>• Handled various data entry projects by coordinating catalog team.</li><li>• Clearing check of orders, pendency &amp; purchasing from vendors.</li></ul> <p><b>Data Entry Operator</b> ( Mar 2019 – Aug 2020) <b>Telemart Private Limited</b> Responsibilities:</p> <ul style="list-style-type: none"><li>• Used vendors &amp; distributors documents for listing, price updating &amp; price comparison</li><li>• Managed list of vendors products with cost &amp; list price</li></ul> <p><b>General Electrician</b> ( Mar 2016 – Mar 2019) <b>Karachi Port Trust</b></p>
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<b>Education</b>	<p><b>Intermediate (Pre-Engineering)</b>, Jinnah Govt. College (2016) <b>Matriculation</b> , Brilliant Career Sec. School (2012)</p>
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<b>Courses</b>	<p>E-Commerce Management from Digiskills (2019) C.I.T from Roshi Institute (2014)</p>
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