

AHAD ALI

DATA ENTRY SPECIALIST

About Me

To work in an organization that acknowledges and encourages enthusiastic and proactive people to accomplish mutually beneficial tasks and where my required skills and education will be utilized towards continual growth and advancement.

Education

Intermediate (Commerce)

Govt. Degree Boys Arts & Commerce College.
YEAR 2020 completed

Matriculation (Biology)

Govt. Comprehensive Boys Secondary School.
YEAR 2017 completed.

Certification

Memon Industrial & Technical Institute.
2018

• Ms Office (4 months)

Dewan Institute of Technical & Vocational
Education. 2019

• Computer Operator (5 months NAVTTC)

Internship of 1 month at (Arena Multimedia)
(Year 2019)

Experience *3 years of experience*



Data Entry Executive:
(Sep 2020 to current)



Computer Operator:
(2 years)

- obtained scanned records and uploaded into database.
- Monitored database updates and verified for correctness.
- Scanned documents and saved in database to keep records of essential organizational information



Contact

✉ ahadalimeer@gmail.com

🏠 L536 Sector 41/B Korangi no 21/2 Karachi.

📞 03072763423

Demography

- Father name: Naeem Ahmed
- DOB: 28-Dec-2000
- CNIC: 42201-9213407-3
- Martial Status: Un-Married
- Religion: Islam
- Nationality: Pakistan

Skills

- Spread Sheet Management
- Data Entry
- Performance Improvement
- Data Acquisition
- Typing 35 wpm

Softwares

- 📊 Ms Excel (Intermediate)
- 📄 Ms Word (Expert)
- 📢 Ms Power Point (Intermediate)