

# AHMED ALI BAIG

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## CAREER SUMMARY:

Seeking a position as a data entry specialist where I can maximize my accurate keyboard skills in a demanding work environment. To obtain data entry employment in a company that recognizes hard work and reliability as central to successful job performance.

Accurate, fast keying skills and sound knowledge of computer applications. Proven ability to collect and manage information efficiently and accurately. Excellent written and verbal communication skills and a strong desire to work hard and perform well.

## CORE SKILLS & TOOLS:

- Microsoft Office Advanced.
- Advanced MS Excel.
- Outlook.
- Typing skills - 70wpm.
- Excellent spelling and grammar skills.
- Database management.
- Invoicing and Inventory Systems.
- Data Entry and Order Processing.

## PROFESSIONAL SUMMARY:

### ❖ "Data Entry Specialist" Novatech Pvt. Ltd -- 1 Year

#### Responsibilities:

- prepared documents for data entry
- verified, updated and corrected source documents
- entered data into designated database and forms
- checked printouts and performed statistical checks for accuracy
- recorded all tasks and activities
- prepared and submitted reports
- routed data to appropriate staff
- researched and retrieved requested data
- performed daily control function

### ❖ "Apprenticeship Team Member" In Co-Generation Power Plant Toyota Indus Motor -- 13 Months

#### Responsibilities:

- Warranty Data Entry & record maintenance
- Coordination with dealers and in house for warranty related matters
- Claim Analysis and monitoring
- Support back-office operations
- Generate Invoices

## ACADEMIC QUALIFICATION:

- ❖ Bachelors (BS): (Computer Science) From Virtual University, (In Progress)
- ❖ Diploma (DAE): (Electrical-Engineering) From Aligarh Institute of Technology, Karachi, in 2019.
- ❖ Matriculation : (Computer Science) From Fox Valley Secondary, Karachi in 2016.

## PERSONAL INFORMATION:

- ❖ Father's Name : Mirza Abid Ali Baig
- ❖ Date of Birth : 29-Sep-2000
- ❖ Religion : Islam (Sunni)
- ❖ Marital Status : Un-Married
- ❖ CNIC No. : 42101-6235133-3