

Muhammad Fahad  
Data Entry Operator And Online Sales Manager

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## Professional Summary

Reliable Seller with expertise in online selling, inventory management and complaint handling. Offering 1-year background building and managing online stores and marketing products to prospective customers. Customer-oriented individual dedicated to expertly resolving customer issues and complaints.

Organized and efficient Data Entry Clerk with 1 year of experience in data organization, proofreading and word processing. Multi-talented in smoothly handling office administration support tasks. Team player works to support group efforts to meet critical deadlines.

## Skills

Identifying errors

Facebook Marketplace

Online platforms

Client Relationship Development

Data entry operator

## Work History

July 2021 - June 2022  
Clothing Shop Karachi, Sindh  
Online Seller

Developed successful online sales operations from scratch by establishing and following strategic vision, mission and operational plans.

Proved successful working within tight deadlines and fast-paced atmosphere.

March 2019 - February 2020  
Systems Limited Karachi, Sindh  
Data Entry Operator (Quality Controller)

Identified issues, analyzed information and provided solutions to problems.

Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.

Actively listened to customers' requests, confirming full understanding before addressing concerns.

## Education

December 2016 - January 2019  
V.M Public School Dhoraji Colony  
Intermediate Commerce