

AYAZ AHMAD SIDDIQUI



Contact

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Languages

Urdu
Englis
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Summary

Remarkable and Highly motivated Data Entry Operator with cross- industry experience. Proficient in Microsoft office products(Word Excel access and Outlook). Posses typing speed of 35-40 words per minutes. Skilled communicator and ability to process high volume of data online accuarely.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Innovative
- Service-focused

Experience

- Currently working in Text Trading Inc as Admin Executive/Data Entry Operator.
- 1 Year worked in Micro Merger Private Limited as Admin Executive/Data Entry Operator.
- 2 Years worked in Youngs Food PVT Limited as Data Entry Operator
- 1 Year Electro Dynamics Works (PUMA) as Junior Data Entry Operator.
- Worked in Jubilee Corporation as a Admin Assitant from Sept-2014 till DEC-15.

Education

BE- Electronics 2008 to 2012: Usman Institute of Technology with 1st Division 2.7 CGPA.

Intermediate- Pre Engineering 2008: Govt Degree Boys College Gulzar-E-Hijri Passed with Grade C.

Matriculation: Hanifia Public School, Passed with 1st Division B Grade

Certifications:

- 2 months Course Auto Cad (2D-3D) from Computer Collegiate
- Advanced Excel Course from Computer Collegiate

Reference: Will be furnished if needed.