

# Aqib Khan

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**Data Entry Operator:** As an accomplished and seasoned professional, I was compelled to contact you with my interest in the Data Entry Operator opportunity. I bring an extensive background of success in this field, along with the qualifications which are required to make a positive impact in this role.



## Experience

09/2017 to 05/2020

### Data Entry Operator

Chase Value Centre, Karachi

- Complete all assigned data entry requests/tasks within required timeframes while maintaining a high level of quality.
- Maintain a 99% accuracy rate by assessing client and account documents for errors according to standard practices
- Contact customers to resolve any issues with their source data
- Maintain their goods record by entering in inventory systems.
- Generate Transfer Out / Purchase Out in their software and maintain their records.

06/2021 to Currently Active

### Social Organizer/ Data Entry Operator

Green Crescent Trust, Karachi

- Maintain data of orphan kids & making plans for their activities and their needs.
- Stocks Receiving entry from donors & trustees.
- Entry of new admission orphan kids maintain their all data send to those donors who is going to sponsor them.
- Maintain all records of our water projects.

## Skills

- Proficient with Microsoft Office Suite (Access, Excel, Word, Outlook) (4 years)
- Typing speed 90 WPM.
- Good working relationship.
- Basic Commands on Web Designing.
- Basic Commands on SQL.
- Ability to work under pressure with consistence excellent re Expert in the installation of various software and other operating programs.
- Am very Punctual & Punctuality is key to success.
- All how know of shipment on sap.

## Education

### Bachelors in Computer Science:

Aptech North Karachi , Karachi.  
2019 to 2021.

### DAE in Computer Science : IT

Information Technology  
Hasani College of technical institue  
2016 to 2019.

**Achievement:** Alhamdulillah have various appreciations certificates.