

Saad Muhammad Khan

Data entry clerk

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Iqama No: 2597974688

Location: Riyadh, Al wizarat



CAREER OBJECTIVES

- To secure a data entry position at Leopards Courier where I can utilize my typing skills and attention to detail to support logistics operations.
- Seeking a challenging data entry role that leverages my accuracy, speed, and organizational skills to drive efficiency.
- To contribute to a dynamic team as a data entry clerk, ensuring precise data management and supporting business growth.
- Looking for a data entry opportunity where I can apply my skills and experience to deliver high-quality results and support team objectives.

CAREER SUMMARY

- 4 years of local experience in data entry
- 1-year Diploma in Information and Technology
- 6-month course in Computer Application and Office Professional
- Detail-oriented and skilled in accurate data processing and management
- Proficient in office software and applications
- Strong foundation in information technology
- Seeking to leverage skills and experience to contribute to a dynamic team

TECHNICAL QUALIFICATION

- Microsoft Excel expertise
- Google Sheets proficiency
- Data entry platforms (e.g., Salesforce, Zoho)
- Database management systems (e.g., MySQL, Oracle)

EDUCATION QALIFICATION

Degree	Year	Board / institute
Bachelor of Studies in Zoology	2023	Hazara university Mansehra
Fsc (faculty of science)	2019	A.G.P.S Battagram, Pakistan

TECHNICAL TRAINING /SEMINAR ATTENDED

- Training on Word, Excel, PowerPoint, and Outlook.
- Training to improve typing speed and accuracy.
- Attended seminar on best practices for data management and organization.
- Seminar on productivity tools like Microsoft Excel or Google Sheets and effective time management techniques.

COMPUTER SKILLS

Diploma	Year	Board / Institute
DIT (Diploma In Information Technology)	2019	Khyber Pakhtunkhwa Board of technical education Peshawar
6 Months Training (Computer Application and office professional)	2022	NAVTTTC

PROFESSIONAL EXPERIENCE

COMPANY NAME	Leopards courier	Freelance Data entry / Fiverr	Nebras al Khaleej Transport Co
POSITION	Data entry clerk	Data entry	Data entry clerk
PERIOD	2020 to 2022	2020 to 2023	2021 to 2024
COUNTRY	Pakistan	Pakistan	KSA

COMMUNICATION SKILLS

English	Written and Spoken
Arabic	Learning
Urdu	National language
Pashto	Mother Tongue

PERSONAL PROFILES

Father Name	Abdur Rafeeq
Date Of Birth	25 Aug 1999
Nationality	Pakistani
Marital Status	Single
Iqama	Transferable

DOCUMENTS WILL BE PROVIDED ON DEMAND