



# KHALIQ SHAH

Data Entry Operator

## Contact

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0333-7488315

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**Address**  
Shalobar Arjali Nadi Tehsil  
Bara District Khyber

## Education

**Bachelor of Information Tech**  
Islamia University Bahawalpur  
2019-2023

**DIT**  
KPBTE  
2018-2019

## Skills

- MS Office Automation
- Data verification
- Problem-Solving
- Time Management
- Presentation Skills
- Networking
- Database management

## Language

- English
- Urdu
- Pashto
- Arabic

## Professional Experience

**Oct**  
**2023**  
-  
**Mar**  
**2024**

### Customer Support Representative

Mindbridge BPO Lahore

- Handled inbound and outbound calls to assist customers, resolve queries, and provide product or service information. tive customer experience in a fast-paced BPO environment.
- Maintained accurate records of interactions while ensuring a posi

**Jan**  
**2020**  
-  
**Dec**  
**2021**

### Computer Operator

Friends institue of Management Bahawalpur

- Managed daily computer operations, including software installation, system troubleshooting, and hardware maintenance. Performed data entry tasks such as updating records, maintaining inventories, and organizing digital files while assisting customers with technical support and IT solutions.
- Form Filling and creation
- File Handling
- Customer Support

**May**  
**2023**  
-  
**Oct**  
**2023**

### Front End Internee

Enigmatix Pvt Ltd. Bahawalpur

- Assisted in developing and maintaining user-friendly web interfaces using HTML, CSS, and JavaScript. Collaborated with the development team to implement responsive designs, fix UI bugs, and perform data entry for content updates.
- Participated in testing and debugging, optimized front-end performance, and contributed creative ideas to enhance user experience during project development.

## References

- On Demand