



Mudassar Ramzan


About Me

"I am a detail-oriented professional with experience in data management and production reporting. I excel at organizing information accurately, adapting to new tools, and improving operational efficiency."

Contact

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 Chak #77 GB, Satiana Road, Faisalabad.

Skills

- Advance knowledge of Computer
- Branding
- Business Knowledge
- EXCEL
- Marketing

Language

- English
- Korean
- Urdu
- Punjabi

Education

(2015-2019)

IMAN PUBLIC HIGHER SECONDARY SCHOOL&COLLEGE, SOHAL.

Matriculation & Intermediate

(2022)

GOVERNMENT COLLEGE UNIVERSITY FAISALABAD (GCUF)

Bachelor's degree.

(2021-2022)

THE NATIONAL EXAMINATION BOARD IN OCCUPATIONAL SAFETY AND HEALTH (NEBOSH IGC)

Experience

(2020 -2023)

DATA ENTRY OPERATOR

Bilal Yousaf Cotton Waste Factory

"I have worked at "Bilal Yousaf Cotton Waste Factory" where I was responsible for tasks such as managing documents, handling data entry, and providing technical support. I also used tools like AI applications, including ChatGPT and Copilot for Edge, to streamline workflows, assist with research, and create content. My role required me to troubleshoot basic computer issues, work with software platforms, and adapt to new technologies quickly, improving overall productivity and efficiency."