

SAFIULLAH SIDDIQUI

DATA ENTRY SPECIALIST

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Riyadh, Saudi Arabia

SUMMARY

"Organized Data Entry Specialist with experience in accurate and fast data handling. Holding a **transferable Saudi iqama** valid until 17 June 2026. Proficient in MS Excel and Word, with basic knowledge of inventory management. Skilled in maintaining data accuracy, record keeping, and error-free documentation. Able to handle multiple tasks and finish work perfectly on time."

EDUCATION

Allama Iqbal Open University

Bachelor of Arts
2017-2019

Government College of Technology

Diploma of Associate Engineering
2015-2017

Government Quami High School Sialkot

Matriculation
2013-2015

SKILLS

- Product Listing
- MS Office Expert
- ERP Knowledge
- Record Keeping
- Problem Solving
- Inventory Management
- Document Controlling
- PO Management
- Multitasking
- Time Management
- Excellent Communication Skills
- Teamwork

LANGUAGES

- English (Professional)
- Urdu (Native)
- Punjabi (Native)
- Arabic (Beginner)



WORK EXPERIENCE

Junior Executive

Silver Star Enterprises | 2019-2024

- Generated barcodes by using ERP system for all stages from ready to DTS, ready to swing to ready to Pack.
- Defined new articles in the inventory system and created purchase orders (POs) for production.
- Allocated quantities for different sizes (S, M, L, XL) based on client orders.
- Assigned article numbers, color codes, and other product details in the system.
- Ensured accurate data entry and proper barcode generation for smooth workflow.

Online Store Manager

Ebay | 2023-2024

- Managed my own Ebay store efficiently.
- Listed and managed sports products, especially footballs, on eBay with accurate details.
- Entered product information including titles, descriptions, prices, and images.
- Maintained inventory records and updated product availability regularly.
- Ensured all listings were error-free and consistent.
- Monitored sales and responded to basic customer queries.