



CHAUDHARY MUHAMMAD HAMZA

DATA ENTRY OPERATOR

PERSONAL

- NATIONALITY: PAKISTANI
- GENDER: MALE

CONTACT

☎ +97-152-3732118

✉ chhamza1927@gmail.com

EDUCATION

MATRICULATION

- GOVT. POILET SECONDARY SCHOOL ATTOCK CITY

IT DIPLOMA (6 YEARS)

- GOVT. COLLEGE OF TECHNOLOGY - ATTOCK

HOBBIES

- PLAY GAMES
- GARDENING
- READING BOOKS
- GYM

LANGUAGES

- ENGLISH
- URDU
- PUNJABI

PROFILE

I possess excellent organizational skills and a keen eye for detail, which helps me identify and correct errors promptly. I am also adept at working both independently and as part of a team to ensure smooth and error-free data processing operations. I am looking forward to contributing my skills and experience to a dynamic organization where data accuracy and efficiency are prioritized.

WORK EXPERIENCE

IFL

DATA OPERATOR

During my previous role as a Data Operator at IFL, I was responsible for managing and processing large datasets for the company's inventory and sales records.

HAZARA HOTEL

BOOKING MANAGER

As a Booking Manager at Hazara Hotel, I managed reservations, ensured smooth guest check-ins, and optimized room occupancy. I focused on delivering excellent customer service while handling booking systems efficiently.

ROOTS CONSULTANCY

Receptionist

Deal walk in customers to the site office and entertain them with large humble and polite manner and fix appointments with seniors.

SKILLS

- Office Management
- Microsoft Excel
- Microsoft Words (20 Words/Minute)
- Microsoft PowerPoint
- Customer Sales Manager
- Data Entry Operations
- Time Management