



CONTACT

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Musaffah 40, Abu Dhabi

EDUCATION

Matric from DG Khan Board

2018 - 2019

Intermediate from DG Khan Board

2020 - 2021

Digital Marketing PSDF 2022

SKILLS

- Bookkeeping
- Tax Filing
- Data Entry
- Data Analysis
- Public Accounting
- Documents filling
- Digital Marketing

MUHAMMAD AWAIS

I am a highly organized and detail-oriented Data Entry Operator with over 2 years of experience in data entry and customer service. I have a proven track record of quickly and accurately entering data into various systems, while also providing excellent customer service.

DRIVING LICENSE

I have six months of driving experience, I've honed my skills in safe and responsible transportation. I navigate diverse road conditions with attention to detail and adherence to traffic regulations, ensuring reliable service."

COMPUTER SKILLS

MICROSOFT OFFICE AND EXCEL 2019 - 2020

My one year of hands-on experience in Microsoft Excel and Office, I excel in data analysis, spreadsheet management, and document processing. I'm adept at leveraging advanced features to streamline workflows and boost productivity. Eager to apply these skills for optimal business outcomes

DATA ENTRY 2021- 2022

My one year of data entry experience, I excel in accuracy, speed, and attention to detail. Proficient in efficient data input and management, eager to contribute to organizational efficiency."

HERTZ EXPERIENCE 2023- 2024

I have six months of experience as a Document Controller at Hertz Corporation, I managed document control processes, conducted email scanning, and implemented CAPRO procedures. I ensured accuracy and compliance while collaborating with team members to maintain up-to-date records.

LANGUAGES

- English
- Urdu
- Punjabi
- Arabic

NATIONALLY

- PAKISTAN