



MUHAMMAD WASIF WASEEM

DATA ENTRY CLERK

PROFILE

Detailed oriented Professional with strong technical skills and ability to learn/pickup concepts quickly. Able to multi-task, perform under pressure and get the job done before deadline.

SKILLS

Detail oriented	● ● ● ● ●
Problem solving	● ● ● ● ●
Teamwork	● ● ● ● ●
Dexterity	● ● ● ● ●
Time Management	● ● ● ● ●
Microsoft Office	● ● ● ● ●

CONTACT

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INTERESTS

Playing Cricket
Travelling
Video Editing
Streaming Video games

EXPERIENCE

Emirates Airline

October 2010 to August 2020

- Completed all assigned data entry requests and tasks within required timeframes while maintaining high level of quality.
- Data entry of technical and cabin log books done with 99% accuracy rate.
- Conducted surveys and collected data through interviews and questionnaires to improve the system.
- Identified problematic data during the entry and comparison process.

EDUCATION

Next Airworthiness Technics

- Easa B1 and B2 Part 147 (2020-Present)

Emirates Engineering Center, Dubai

- Apprenticeship Program in Airframe and Powerplant (2008-2010)

Arab Unity School, Dubai

- O-Levels (2006-2007)
- A-Levels (2007-2008)

LANGUAGES

Urdu
Native

English
Bilingual Proficiency