

MUHAMMED SUBHAN

Data Entry Operator

Date of birth: 05/03/2001

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Phone No : 0581616192

Address : 19 A , Alnahda, Dubai

Visa Status : Visit visa

Marital stats : Single



SUMMARY

An ambitious , hard working quick learner seeking a challenging position where I may utilize and enhance my skills for personal improvement and business success

EMPLOYMENT HISTORY

Assistant Inventory Officer - Awan Trading

Karachi, Pakistan

July 2021 - December 2021

- Managing inventory
- Inspect incoming shipments
- Preparing mailing labels
- Help un/loading
- Scanning
- Maintain files

Data Entry Operator - Al-Ghazi

Karachi, Pakistan

March 2018 - April 2019

- Entering customer and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibility and checking output
- Transfer the information from the paper documents into the company's electronic database

Graphic Designer - Fiverr - Freelancer

Karachi, Pakistan

August 2019 - March 2020

- PS
- IL

Cashier – Al-Madina General Store

Karachi, Pakistan

December 2020-March2021

- Handling cash/credit payment

EDUCATION

The Educators - High School Diploma
(Computer Science)

Karachi, Sindh.

August 2016 - September 2018

Government National College - Post-secondary (technical & Vocational)
(Commerce)

Karachi, Sindh.

October 2019 - August 2021

Noor College Institute - National Diploma
(CIT)

Karachi, Sindh.

February 2020 - August 2020

SKILLS

Communication



English Language



Data Entry



Quick Learner



Inventory Management



HOBBIES

Reading, Travel, Gym,

Available upon
Request