



Ehtezaz Khan

Nationality: Pakistani **Date of birth:** 15/04/1994 **Gender:** Male

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Home: Mohallah Darzianwala Darwesh Haripur KPK, 22620 Haripur (Pakistan)

ABOUT ME

Skilled in planning and organizing with the ability to complete tasks on deadline. An independent worker who successfully meets the challenges of a fast-paced environment providing data entry and administrative support to a large department. Sound knowledge of database management tools and data entry technologies.

WORK EXPERIENCE

Data Entry Operator /Computer Operator

Bahria Town (Private) Limited, Pakistan [01/01/2017 – 01/01/2021]

City: Rawalpindi

Country: Pakistan

- Maintains a filing system and protects confidential customer information.
- Performs regular backups to ensure data preservation.
- Responds to requests to retrieve data from the database or electronic filing system.
- Uses basic office equipment.
- Maintains a satisfactory level of quality and productivity per department standards.
- Completes additional assigned tasks as required.
- Gathering, collating, and preparing documents, materials, and information for data entry.
- Gathering invoices, statements, reports, personal details, documents and information from employees, other departments and clients.
- Scanning through information to identify pertinent information.
- Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
- Creating accurate spreadsheets.
- Entering and updating information into relevant databases.
- Ensuring data is backed up.
- Informing relevant parties regarding errors encountered.
- Storing hard copies of data in an organized manner to optimize retrieval.
- Handling additional duties from time to time.
- Conducting research to obtain information for incomplete documents and materials.
- Creating digital documents from paper or dictation.
- Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies.
- Capturing data into digital databases and performing regular backups.
- Updating and maintaining databases, archives, and filing systems.
- Monitoring and reviewing databases and correcting errors or inconsistencies.
- Generating and exporting data reports, spreadsheets, and documents as needed.
- Performing clerical duties such as filing, monitoring office supplies, scanning, and printing as needed.

EDUCATION AND TRAINING

Diploma of Information Technology

Pakistan Education Skill Council (PESC) Pakistan [01/03/2020 – 01/03/2021]

City: Rawalpindi

Country: Pakistan

Higher Secondary School

B.I.S.E Abbottabad, Pakistan [01/06/2012 – 01/06/2014]

City: Abbottbad

Country: Pakistan

Secondary School

B.I.S.E Abbottabad, Pakistan [01/02/2008 – 01/03/2010]

City: Abbottbad

Country: Pakistan

Flutter App Development

Cybervision International [01/03/2021 – 01/08/2021]

City: Islamabad

Country: Pakistan

Website: <https://cybervision.com.pk/>

User Experience & User Interface Designing

Cybervision International [01/03/2021 – 01/08/2021]

City: Islamabad

Country: Pakistan

Website: <https://cybervision.com.pk/>

Pen Test Cyber Program

National Cyber Training Program (NCTP) [20/09/2020 – 20/09/2021]

Address: Level 08, Arfa Software Technology Park, 346-B, Ferozpur Road, Lahore, Lahore (Pakistan)

Website: <https://nctp.pk/>

LANGUAGE SKILLS

Mother tongue(s): **Urdu**

Other language(s): **English** | **Hindi**

DIGITAL SKILLS

Microsoft Word / Microsoft Excel / Data Entry & Organization of Data / Computing security / Customer Services / Office: Microsoft Office / Computer Database programming / oRACLE / Word Processing (Microsoft Word) / Cyber Security penetration testing / User Interface & User Experience Design / Dart/Flutter Programming Language / WordPress Designing / Website Developement