

# QAISAR SULMAN

House # P121, Hajwari Town, Muhalla Bilal Gunj, Street # 12, Faisalabad, Pakistan ·  
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To obtain a position in an organization that utilizes my skills and experiences and allows for professional growth.

## EXPERIENCE

2016 – 2022

**DATA ENTRY OPERATOR**, AZIZ FATIMA HOSPITAL, FAISALABAD

- Entering data from various sources into computer systems
- Verifying and reviewing data for accuracy and completeness
- Creating and maintaining electronic and paper records of data
- Checking for errors, inconsistencies, or missing information in data entries
- Generating reports, charts, and graphs based on data entered

## EDUCATION

2023

**BS PSYCHOLOGY**, GCUF

2016

**INTERMEDIATE**, BISE FAISALABAD

## PERSONAL DETAILS

- Date of Birth – 13 September 1995
- Gender – Male
- Marital Status – Single
- Religion – Islam
- Nationality – Pakistani

## SKILLS

- Time management
- Teamwork
- Hardworking