**Muhammad Bilal Bashir**

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**Objective:**

Diligent and detail-oriented Data Entry Operator with 4 years of experience seeking to contribute my accuracy and efficiency in managing data for Chip training and consulting. Committed to maintaining data integrity and ensuring timely completion of tasks. Proficient in various data entry software and techniques.

**Professional Experience:**

**Data Entry Operator | E- Khidmat Markaz Arfa Tower Lahore**

- Enter, verify, and update data into the company's database with a high level of accuracy.

- Review data for errors, inconsistencies, and discrepancies; perform data cleaning and rectify any issues.

- Collaborate with other team members to ensure data accuracy and completeness.

- Generate reports and summaries based on entered data for management review.

- Maintain confidentiality and security of sensitive information in compliance with company policies.

**Data Entry Clerk | Diabetes Management Center – Services Hospital Lahore**

- Managed large volumes of data entry tasks on a daily basis with precision and attention to detail.

- Utilized spreadsheet software to organize and present data effectively.

- Assisted in data analysis and prepared reports for departmental use.

- Responded to inquiries and resolved data-related issues promptly.

- Implemented efficient data entry processes to increase productivity.

**Administrative Assistant | SHCM Punjab Govt. Lahore General Hospital Lahore**

- Assisted in general administrative tasks, including data entry, filing, and document management.

- Coordinated meetings, events, and travel arrangements for executives.

- Responded to phone calls and emails, addressing inquiries and forwarding messages as necessary.

- Maintained office supplies and ensured a clean and organized work environment.

**Education:**

Master Information Technology | Superior University Lahore

**Skills:**

- Proficient in data entry software and tools (e.g., Microsoft Excel, Word).

- Keen attention to detail and ability to maintain data accuracy under tight deadlines.

- Excellent organizational and time management skills.

- Strong problem-solving abilities and a proactive approach to tasks.

- Ability to work independently and collaboratively in a team environment.

- Exceptional communication skills, both written and verbal.

**References:**

Available upon request.