



SAIF-UR-REHMAN

RESULT-ORIENTED, FOCUSED INDIVIDUAL LOOKING FOR A POSITION AT A FAST-PACED ORGANIZATION WHERE HARD WORK AND EXCELLENCE IS APPRECIATED.

CONTACT

PHONE:
0313-8603394

EMAIL:
saifdar14@gmail.com

HOBBIES

Cricket
Football
Badminton

LANGUAGES

Urdu
Pashto
Punjabi
English

SOCIAL SKILLS

- Multilingual
 - Excellent Communication Skills
 - Team player
 - Mentoring
 - Calm under pressure
 - Motivated and Motivational
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- Reasonable
 - Relationship management
 - Negotiating Skills

EDUCATION

Bachelors in Arts, (2020)
University of Baluchistan

Islamia College Quetta (2015)
FSC-Pre Engineering.

Islamia Model High School Quetta (2013)
Matriculation.

WORK EXPERIENCE

Micromerger (Pvt) Ltd. (Data Entry Operator)
2019–2022
Data Entry Operation with efficient speed and accuracy.

Micromerger (Pvt) Ltd. (Data Management Officer)
2022- Present
Develop and implement data management plans. Oversee data management work performed by project staff and partners. Ensure data system (Research Tool) is operational Manage data entry works/teams.

SKILLS

MS Word	75%
MS Excel	50%
PowerPoint	75%
Computer Proficiency	75%