



MUHAMMAD TALHA

Data Quality Officer

About Me

Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs, Programs Certification, Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality. To obtain a position in a growth-oriented company where I can utilize my administrative and analytical skills and acquire new abilities.



0336-8449325



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Meer Ahmed Khan Road Quetta

LANGUAGE

- Urdu
- English
- Brahvi
- Pashto

EXPERTISE

- Management Skills
- Creativity
- Ms Excel
- Data Verification
- Data Correction
- Data Report Analysis
- Typing

EXPERIENCE

Data Quality Officer
Micromerger pvt.ltd
01-July 2023 - Present

Will be responsible for performing data entry and verification work on the database. entering data, updating, verifying the filed data and ensuring the accuracy and confidentiality of information recorded. Follow the instructions given by DLO/Data Officer for entering data and try to finish daily assigned work before leaving.

Data Management officer
Micromerger pvt.ltd
01 Jan 2021 - 30 June 2023

Manage the computer set provided for data entry and ensure that no intentional damage to hardware or software is incurred while using it. Ensure in-time arrival in project and mark attendance and leave office by informing leads. Ensure professionalism while working in office premises and do not create any type of disturbance for other colleagues

Data Entry Operator
Micromerger pvt.ltd
02 April 2016 - 31 Dec 2021

A compile and verifies data to ensure accuracy while appropriately formatting it. This includes preparing documents for entry and transcribing from paper formats into computer files using manual entry or scanners.

Brand Ambassador
Pakistan Tobacco Company (Ptc)
15 March 2015 - 07 sep 2015

To help raise brand awareness and increase sales. They complete a variety of tasks ranging from promoting products or services in-store to implementing marketing campaigns.

EDUCATION

University Of Balochistan

Bachelor of Arts (B.A)
Economics, Political science,
2021

Govt Science College Quetta

Pre-engineering
2014

SKILLS SUMMARY

Data Quality  78 %

Data Management  81 %