

ARSALAN KHAN

DATA EXECUTIVE & DESIGNER



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QUETTA

As a highly organized Professional Data Executive, I excel in performing data entry and maintaining databases. With good typing and data entry skills, I collect and input data from various sources, ensuring accuracy and safety. I communicate effectively with team members, guaranteeing data integrity. Proficient in Microsoft Office, I prioritize tasks, demonstrate strong attention to detail, and solve problems efficiently. As a team player, I contribute to a positive work environment. I look forward to joining your diverse and inclusive team.

EDUCATION

BS (COMPUTER SCIENCE)

CGPA 3.41/4.00
UNIVERSITY OF BALOCHISTAN
08/2018 - 07/2023

SKILLS / DIPLOMA

- Data Collection
- Data Input
- Databases
- Accuracy
- Multitasking
- Data Safety
- Organize Data
- Good Typing Speed (45+)
- Proofreading
- Work Flexibility
- Work Diversity
- Presentation Skills
- Time Management
- Excellent Communication in English
- Problem Solving
- Decision Making
- Quick Learner

LANGUAGE

ENGLISH ●●●●○
URDU ●●●●●
PASHTO ●●●●○
BRAHVI ●●●●○
SINDHI ●●●●○

EXPERIENCE

DATA COLLECTOR - Hybrid Work

BSTC (Software & Training) | 08/2021 - Present

Working on Hybrid position at BSTC a renowned software house where I am responsible for data entering, data collection, maintaining database, ensuring data safety and confidentiality. Also, a multitasker where I assigned different entering, designing and monitoring task according to the work priority.

DATA MANAGEMENT OFFICER / MANAGER

AL-HAFIZ GRAPHICS | 03/2018 – 03/2019

As a DMO/Manager, my responsibilities focus was **Data** (Entering, Collecting, Maintaining, Changing, Securing, and Collecting data from online and offline sources like surveys, past documentations etc.)

Management (Managing Staff, assigning responsibilities, Check To-Do List, Presentation, Get in touch with Seniors by Meetings etc.)

IT TRAINER

AFEL INSTITUTION | 11/2017

Worked as an IT Trainer where I was responsible to teach multiple skills related to IT like MS Office, Google Apps, Communication & Designing Apps etc.

DATA MANAGER & DESIGNER

MEADS | 07/2017 – 08/2018

As a Data Manager my responsibilities were entering & managing data on different online and offline platforms like Google Docs, Sheets or MS Office with additional designing skills worked as a volunteer Designer as well to design profiles, posts etc.