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|  | Amna Arshad |
|  | Database Assistant |
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|  | 03315063688 |  | **ABOUT ME** |
|  | Amnaarshad636@gmail.com |  |
|  | Rawalpindi, Pakistan |  | “Entry Level database with proven problem-solving, research, and analytical skills, seeking a database position to grow my career as a consulting professional. I am sure my knowledge would be beneficial to any organization. A diligent professional who always dreams big and wants to do something special.” |  |
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| SkillsData Entry7 / 10Microsoft Office8 / 10MS SQL9 / 10Web Research10 / 10SEO(Google/Facebook/Instagram)6 / 10EducationBachelor of Computer ScienceVirtual University of Pakistan2018-2021Intermediate of Computer ScienceStandard Higher Secondary School2015-2017MatricStandard High School2013-2015Personal* Creative
* Out of Box thinker
* Hardworking
* Quick Learner

Hobby* Technology
* Drawing
* Playing Game

LanguageUrdu(Fluent)English(Intermediate) |  | ExperienceDatabase AssistantActed Pakistan/Islamabad/Oct,2022-Now**Responsibilities*** Proficiency in data entry tasks with a high level of accuracy.
* Strong knowledge of MS Excel and MS Access for effective data management.
* Experience with any specific software or tools relevant to the job, such as Kobo Toolbox
* Excellent organizational skills and attention to detail.
* Ability to perform data cleaning and execute SQL queries for data analysis.

Database AssistantActed Pakistan/Islamabad/Jul 2019-Dec 2019**Responsibilities*** MS Access
* Query Run
* Copy And Paste Works
* Data Cleaning
* Database Management System

Document Processing Specialist Viral Webbs/Islamabad/Jul,2022-Oct, 2022**Responsibilities**Including collecting and entering data in our databases and maintaining accurate records of company information. Uploading and downloading information on different websites and also collecting and compiling information. The layout of text and must have a good working knowledge of Microsoft Office Data Entry/MarketingViral Webbs/Islamabad/Apr,2018-Jun 2018 **Responsibilities**In this job books formatting, collecting and entering data in our databases maintaining accurate company information records loading and downloading information on different websites, and also collecting and compiling information  |