



# IRFAN ALI

District Data Entry Officer

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Gharibabad Muhalla Near  
Girls Degree College Dadu

### Career Objective:

To transform my techno-managerial skills into vital realities by acquiring challenging opportunity in a career-oriented organization

### SKILLS PROFESSIONAL ATTRIBUTES

- Excellent communication, negotiation, presentation and interpersonal skills
- Excellent skills of research and data collection, report compilation of activities
- Strong communication skills, orally and written, in English and local language Urdu, Sindhi,
- Excellent organizational skills with the ability to manage and deliver against multiple priorities

## WORK EXPERIENCE

### MERF DADU

May 2023  
To Present

#### District Data Entry Officer

Prepares, compiles, and sorts documents for data entry. Excellent attention to detail. Ability to multitask effectively. This includes preparing documents for entry and transcribing from paper formats into

### ATCO Laboratory Dadu

October-2020  
To -December-2022

#### Sales Promotion Officer

Overseeing the implementation of the marketing plan and promoting the association. This can involve marketing existing products, developing new products to cater for supporters demand, or developing

### Macpac Films Limited

May 2019  
To-November 2019

#### Data Entry Officer

Entering customer and account data from source documents within time limits, Compiling, verifying accuracy and sorting information to prepare source data for computer entry Reviewing data for deficiencies or errors,

### Al-Raheem Medicose

February 2015  
To December 2018

#### Data Entry Operator

Verifies and logs receipt of data. Transcribes source data into the required electronic format. Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanner.

## Courses

### D.I.T

Trade Testing  
Board Karachi  
2015-to-2016

### Accounting & Bookkeeping

Navttc Karachi  
2016-2016

### Web Developing

1st Tech Software  
Solution Dadu  
2017-2017

## EDUCATION

**M.A Economics** 2020

University of Sindh

**B.Com** 2016

University of Sindh

**Intermediate** 2014

B.I.S.E Hyderabad

**Matriculation** 2012

B.I.S.E Hyderabad

## PERSONAL INFORMATION

Father`s Name

**Imran Ali**

CNIC #

**41201-7297434-9**

Date of Birth

**27<sup>th</sup> March 1996**

Marital Status

**Married**

## LANGUAGES

### WRITTEN & VERBAL

English

Sindhi

Urdu