



## JOHER SULTAN

### Date of Birth

April 14, 1992

### Permanent Address

Post Office Serwakai Nano  
Tehsil Serwakai  
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## PROFILE

I am an enthusiastic, self-motivated, reliable, responsible, and hard-working person. I am a mature team worker and adaptable to all challenging situations. I can work well both in a team environment as well as using my initiative. I can work well under pressure and adhere to strict deadlines

## EDUCATION

2008	(SSC)	Board of Intermediate and Secondary Education Bannu
2010	(F.A)	Board of Intermediate and Secondary Education Bannu
2012	(B.A)	UNIVERSITY OF SCIENCE & TECHNOLOGY BANNU
2021		University of Lakki Marwat
(I.R In Progress)		
2012	(DIT)	Diploma of Information Technology (01 Year) KP Board of Technical Education, Peshawar

## JOB EXPERIENCES

2015 - 2017	<b>Office Clerk</b> 02 -years experience
2018 - 2019	<b>Computer Operator/ Lucky Plastic Industries</b> 01 Year Data Entry Operator
2019- 2020	<b>Data entry Operator Lucky Plastic Industries</b> 01 -years experience <b>Typing Speed</b> 40 words per minute (WPM)
2020 - 2021	<b>Computer Operator / Data entry Operator</b> <b>Accountant General Pakistan Revenues (AGPR)</b> 01 Year Experience

## RESPONSIBILITIES

- Experience with MS Office and data programs
- Organization skills, with an ability to stay focused on assigned tasks
- Fast typing skills
- Good time-management skills
- Ability to work to time constraints
- Collating, checking, and analyzing spreadsheet data
- Identifying if and where
- Processes are not working as they should and advising on changes to be made
- Liaising with managerial staff and presenting findings and recommendations
- Data Entry Operator work typical office hours from 9.00 am to 5.00 pm. They may need to work extra hours or during the weekend to meet deadlines,
- Data Entry Operators sometimes travel to meet clients and visit factory or warehouse locations in order to make stock and equipment checks.
- Ability to divide your time between work and study
- Work in-house as part of an organization's accounting teamwork for large private