



JOHER SULTAN

Date of Birth

April 14, 1992

Permanent Address

Post Office Serwakai Nano
Tehsil Serwakai
South Waziristan

Phone / whatsapp

0334-0650539

0344-9865455

Email :

joharsultan789@gmail.com

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	Office Clerk 02 -years experience
2018 - 2019	Computer Operator/ Lucky Plastic Industries 01 Year Data Entry Operator
2019- 2020	Data entry Operator Lucky Plastic Industries 01 -years experience Typing Speed 40 words per minute (WPM)
2020 - 2021	Computer Operator / Data entry Operator Accountant General Pakistan Revenues (AGPR) 08 Months 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