



# Khuram Raza

Data Management Officer

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Qissa Khawani Bazar, Peshawar, Pakistan

## Summary

Presently i am working as a Data Management Officer in Micromerger.pvt.Ltd. Public Dealing Data Validation Data entries, both in Online Software, and Manually in Excel.

I have a good communication skills, I have good Typing Speed 50 WPM with good Computer knowledge.

i have 10 year + experience in this positions, i.e Bed Manager, Ward Cler, Office Assistant, Computer Operator, Receptionist and Call Center , Data Validation Officer and Data Entry Operator Data Management Officer.

My Qualification is M.A Urdu with D.I.T.

## Skills

Time Management | Receptionist Tasks | Petty Cash Management | Oral Communication Skills | On Call Support | Office Support | Ms Office | Management Abilities | Individuals / Consumers | Government | Front Office | Deal Qualification | Data Miniing | Cash Registration | Cash Handling | Accounts Payments Handling

## Experience

- Jun 2022 - Present** **Data Management Officer**  
MicroMerger (Pvt.) Ltd., Peshawar, Pakistan  
Public Dealing Data validation , data entry etc
- Oct 2017 - Oct 2021** **Ward Clerk (Acting Bed Manager)**  
Leady Reading Hospital Peshawar, Peshawar, Pakistan  
Bed Allocation, in hospital , icu, ccu, and to the others hospitals, Public Dealing, Cash Dealing, Prepare Patients File , Adimission,, etc
- Dec 2015 - Jul 2016** **Store Keeper/Data Entry Operator**  
Wild Llife Peshawar (Peshawar Zoo Peshawar), Peshawar, Pakistan  
Store Keeper, Keeping Store, Inventories, Maintain Stock Register, Data Entry, etc.
- Aug 2015 - Dec 2015** **Data Entry Operator**  
PIPH, Peshawar, Pakistan  
Prime Foundation and Public Health , Data entries of 7 Districts of K.P.K, Entries and Validations.
- Mar 2015 - Jun 2015** **Data Entry Operator (D.E.O)**  
chip consultancy, Peshawar, Pakistan  
Data Entries and Validations
- Nov 2014 - Mar 2015** **D.E.O / DATA VALIDATOR**  
EGS (Pvt.) Ltd., Peshawar, Pakistan  
Data entries and Validations
- Feb 2013 - Sep 2014** **Office Assistant**  
Pakistan Gems and Jewellery Development Company, Peshawar, Pakistan

- Dec 2011 - Feb 2013 **Admission Assistant**  
RMI (Rehman Medical Institute peshawar hayatabad), Peshawar, Pakistan
- May 2009 - Dec 2011 **Call Centre Operator**  
RMI (Rehman Medical Institute peshawar hayatabad), Peshawar, Pakistan
- May 2006 - Sep 2007 **Computer Operator & Telephone Operator**  
NIC Company peshawar, Peshawar, Pakistan
- Feb 2005 - Mar 2006 **Computer Operator & Receptionist**  
Al-Haseeb Model School & Night Collage Peshawar, Peshawar, Pakistan

## Education

- 2016 **University of Peshawar**  
Bachelors in Arts , B.A  
PHYSICS CHEMISTRY BIOLOGY, Islamic Studies, Law  
Percentage: 47%
- 2016 **Peshawar University**  
Masters in Arts , M.A Urdu  
Urdu  
Grade: C
- 2009 **Technical Board Peshawar**  
Diploma , (D.I.T) Diploma In Information Technology  
Percentage: 65%

## Languages

**English**  
Intermediate

**Punjabi**  
Intermediate

**Urdu**  
Expert

**Pashto**  
Expert