



Muhammad Amir Shah

Data Entry Operater

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Other, Quetta, Pakistan

Summary

curious about best career opportunities-Professional And Personal growth

My objective is to excel in everything I do, and I do this by learning from everyone and everything which comes in my way. This helps me to world meaningfully in a challenging environment. By nature, I am devoted to my work and dedicated to achieving the desired goal.

I am also academically inclined and want to study further. Having completed my Bachelor degree, I would now like to venture into academic research so that I can put my Knowledge to real-world use.

Consequently, All experience as mentioned below shows that I have inclination for research and I would like to take this forward by working with an organization that can help bring out the best in me.

Skills

WASH | Typing Speed | Time Management | Team Player | Team Building | Student Affairs Management | Social Welfare Management | Security Plan Preparation | Security Operations | Sales Management | Sales Abilities | Risk Management and Planning | Risk Assessment | Reporting Skills | Report Writing Skills | Report Generation | Recordkeeping | Receptionist Task Management | RAR | Quantitative Risk Analysis | Quality Assurance | Proposals Writing Skills | Proposals Drafting | Project Team Management | Project Coordination | Pressure Handling | PRA | Planning and Organizing | Office Support | Office Management | Office Administration | MS Officer | MS Office | Microsoft Outlook | Microsoft Office | Microsoft Excel | Microsoft | Livelihood | Leadership Management | IT Skills | Interpersonal Leadership | Front Office Support | Food Security | Fluent in English | Fluency in Pashtoo and Darri | Financial Accounting | File Management | Field Activity Skills | ERP Software Command | ERP | Employee Management | DRR | Data Quality And Analysis | Data Mining | data entry and management | Data Entry | Data Collection | Customer Dealing | Customer Analysis | Critical Incident Stress Management | Corel Draw | Coordination Skills | Coordination and Reporting | Coordination Skills | Complex Decision Making | Complaint Management | Community Mobilization | Communication Skills | Committed and Detail Oriented | Command of Basic Finance Terms | Child Protective Services | Building Security Management | Biometric Officer | ArcGis map | Analytical Skills

Experience

Dec 2023 - Dec 2023

Data Entry Operater

ACF International | Action Against Hunger, Quetta, Pakistan

Worked as Data Entry Operater casual staff for 6 Days for Endline project

Jul 2023 - Sep 2023

Data Quality officer

Micro Merger (Pvt.) Ltd., Quetta, Pakistan

Dec 2022 - Jun 2023

DATA MANAGMENT OFFICER

MicroMerger (Pvt.) Ltd., Quetta, Pakistan

May 2022 - Nov 2022

office boy

Gerry\'s visa service center, Quetta, Pakistan

Feb 2019 - Apr 2020

Data Entry And Biometric officer

Eitmad Visa Service Center, Quetta, Pakistan

Biometric and data entry operator

Education

2021

Balochistan University of Information Technology and Management Sciences

Bachelors in Arts , BA

Economics,Language (English),Pakistan Studies

Percentage: 50%

2016

Balochistan Board

Bachelors in Arts , F.A

Economic Civic English Islamic Studies

Percentage: 50%

2013

Balochistan Board

Matriculation/O-Level , matric

MATHS,PHYSICS,BIOLOGY

Percentage: 59%

Languages

Pashto
Intermediate

English
Intermediate

Balochi
Expert

Urdu
Expert