Muhammad Rizwan Afridi

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with, I am excellent at working with others to achieve a certain objective on time and with excellence in a progressive organization.

✉ mrizwanaf@gmail.com

📱 +923321321234

📍 Street Number 09 college town pindi Road Kohat

📇 20-November-1997

SKILLS

- Good Communication
- Excellent Leadership
- Time Management
- Team Management
- Computer Skills
- Multi-Tasking
- Presentation Skills

LANGUAGES

English ●●●●○

Urdu ●●●●○

Pashto ●●●●●

WORK EXPERIENCE

Data Entry Executive

NADRA(NSER Project)

06-Jan-2023 – Till NOW *Pakistan*

- Insert customer and account data by inputting text-based and numerical. information from source documents within time limits.
- Compile, verify accuracy, and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible, and check the output.
- Research and obtain further information for incomplete documents.
- Apply data program techniques and procedures.
- Generate reports, store completed work in designated locations, and perform backup operations.
- Scan documents and print files, when needed.
- Keep information confidential.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.
- Ensure proper use of office equipment and address any malfunctions.

EDUCATION

Diploma in Information Technology (DIT)

KPK Board of technical and Commerce Education, Peshawar

2022

BS (4 Years) Mathematics

Kohat University of Science and Technology

2021

F.Sc (Pre-Engineering)

Board of Intermediate and secondary Education, Kohat

2017

Matric (Science)

Board of Intermediate and secondary Education, Kohat

2014

REFERENCE

"References available on request"