



NOOR HAMEED SHAH

PROFILE

To become a member of a dedicated organization, where my talents will be used to their fullest. My goal will be to direct efforts towards the dedicated organization.

Accomplishing this through the continual progression of my knowledge.

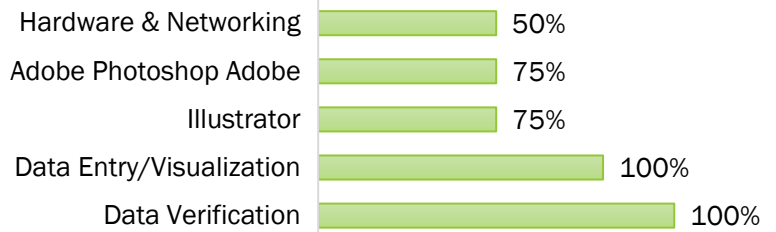
CONTACT

PHONE:
(+92) 311 2270870

LINKEDIN:
www.linkedin.com/in/noorhameeds113

EMAIL :
noorhameeds86@gmail.com

SKILLS



WORK EXPERIENCE

MICROMERGER PVT. LTD

Data Liaison Officer

1st September 2018 – Till Date

- Analyzing and creation of maps on ArcGIS 10.3.1.
- Presenting the ArcGIS work on ppt format.
- Corrected any data entry error to prevent later issues such as duplication or data degradation.
- Reviewed completed work for compliance with regulations.
- Monitored database updates and verified for correctness.

MICROMERGER PVT. LTD

D.V.A (Data Verification Associate)

1st July 2018 – 31st August 2018

- Create spreadsheets to track important information.
- Organize existing data in a spreadsheet.
- Verify outdated data and make any necessary changes to records.
- Accurately enter data into corresponding fields within various software programs.
- Identify and correct data entry errors using appropriate quality control methods.

MICROMERGER PVT. LTD

D.E.O (Data Entry Operator)

15TH DECEMBER 2016 – 30TH JUNE 2018

- Scan documents and print files, when needed
- Entering data into the central database
- Cataloguing the data with appropriate tags for ease of reference
- Transferring physical records into a digital filing system
- Retrieving data as requested
- Maintaining and updating the database system as necessary
- Generating periodic reports

EDUCATION

BACHELORS IN ARTS
UNIVERSITY OF KARACHI
2017-2018

DAE (C.I.T) COMPUTER INFORMATION TECHNOLOGY
SINDH TECHNICAL BOARD, KARACHI
2021-2023