

QUDRAT ULLAH

Computer Operator/Data Entry Operator

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📍: Killi Haji Mir Jalat Khan Near Haji Camp
Pashtoon Bagh, Quetta, Balochistan.

📅 Date of Birth : 11/04/2003

♂ Gender : Male

👤 Marital Status : Single

🇵🇰 Nationality : Pakistan

SUMMARY

With six years of experience as a Computer Operator and Data Entry Operator, I have developed a comprehensive skill set encompassing a wide range of computer programs, software applications, and design abilities. My proficiency extends to various tasks, including typing, designing, letter composition in both English and Urdu, typing speed, and letterhead design. Throughout my tenure, I have successfully managed computer systems, ensured accurate data entry, and utilized my creative abilities to design professional materials.

KEY STRENGTHS AND SKILLS:

- Data Entry and Accuracy
- Software Proficiency
- Design Abilities
- Bilingual Communication
- Typing Speed and Efficiency
- Task Management
- Problem-Solving
- Collaboration
- Attention to Detail
- Continuous Learning

My combination of experience, technical skills, and creative abilities positions me to excel in roles that require efficient data management, design expertise, and adeptness with various software applications. I am dedicated to contributing my expertise to support organizational objectives and optimize operational efficiency.

WORK EXPERIENCE

July 2023 –
Till Date

Senior Computer Operator
The Educator School

Quetta, Balochistan

It's great that you have experience as a Senior Computer/Data Entry Operator at The Educator School on Airport Road in Quetta. This role likely involved responsibilities that go beyond basic data entry and may include tasks related to overseeing data entry processes, managing databases, ensuring data accuracy, and possibly supervising a team of data entry operators.

- In a senior role, you might have been involved in:

Data Management: Overseeing the organization and maintenance of databases, ensuring data integrity and security.

Quality Control: Implementing quality control measures to minimize errors in data entry and maintain accuracy.

Supervision: If applicable, supervising and guiding a team of data entry operators to ensure efficient and accurate data processing.

Technical Support: Providing technical support related to data entry software or systems.

Reporting: Generating reports on data entry activities, identifying trends, and making recommendations for process improvements.

Collaboration: Coordinating with other departments or team members to ensure data accuracy and completeness.

- When highlighting this experience on a resume or in a job application, consider emphasizing specific achievements or projects you worked on during your six months as a Senior Computer/Data Entry Operator. For instance, if you implemented a new data entry system that improved efficiency or if you were responsible for maintaining a large database with minimal errors, these could be noteworthy points to include.
- When highlighting this experience on a resume or in a job application, consider emphasizing specific achievements or projects you worked on during your six months as a Senior Computer/Data Entry Operator. For instance, if you implemented a new data entry system that improved efficiency or if you were responsible for maintaining a large database with minimal errors, these could be noteworthy points to include.
- Also, be sure to highlight any specific skills you developed during this time, such as proficiency in data management software, leadership skills, and attention to detail.

If you have any specific questions or if there's a particular aspect of your experience that you'd like to discuss further, feel free to provide more details.

May 2023 –
07/30/2023

Data Entry Operator BPS-14

MORA&IH, Directorate Of Hajj, Quetta

Quetta, Balochistan

As of my last knowledge update, I don't have access to the most up-to-date or specific job descriptions for every organization. However, I can provide you with a general idea of what a Data Entry Operator's job description might entail in the context of the MORA&IR Directorate of Hajj in Quetta or a similar organization. Keep in mind that actual job descriptions can vary, so it's always best to refer to the organization's official job postings or HR department for the most accurate information.

Data Entry Operator Department: MRA&IR Directorate of Hajj, Quetta (or similar organization)

KEY RESPONSIBILITIES:

1. Data Entry:
2. Data Verification:
3. Database Maintenance:
4. Quality Control:
5. Data Security
6. Record Keeping:
7. Reporting
8. Communication:
9. Technology Utilization:
10. Time Management:

February 2017 – **Computer Operator**
Till Date

Net City Composing Center, Quetta

Quetta, Balochistan

Certainly, here's a sample job description for a Computer Operator position with 6 years of experience at Net City Composing Center in Quetta:

Computer Operator, Net City Composing Center, Quetta.

KEY RESPONSIBILITIES:

1. Software Management:
2. Data Management:
3. Documentation:
4. User Training:
5. Collaboration:

QUALIFICATIONS AND SKILLS:

- - Minimum of 6 years of experience as a Computer Operator or in a similar IT support role.
 - Strong knowledge of computer hardware, operating systems, and software applications.
 - Excellent problem-solving skills and the ability to work under pressure.
 - Good communication skills for effective interaction with users and team members.
 - Attention to detail and a proactive approach to system maintenance.

EDUCATION

March 2017 –
June 2019

**Science – The Citizen Foundation Secondary School Campus-II,
Quetta**

Secondary School Certificate (SSC)

Quetta, Balochistan.

August 2019 –
August 2021

**Inter. Computer Science (ICS) – Govt. Postgraduate Science
College, Quetta**

Higher Secondary School Certificate (HSSC)

Quetta, Balochistan.

CERTIFICATE

March 2020 Certificate of Information Technology

September 2019 Diploma of Information Technology

SKILLS

MS ★★★★★
Word
Corel ★★★★★
Draw
Typing ★★★★★

MS ☆★★★★
Excel
Adobe ☆★★★★
Photoshop
Operating System ★★★★★

MS ★★★★★
PowerPoint
Urdu ★★★★★
Inpage

SOFTWARE

Microsoft ★★★★★
Word
Adobe ★★★★★☆
Photoshop
Operating System ★★★★★☆

Microsoft ★★★★★☆
Excel
Corel ★★★★★
Draw

Microsoft ★★★★★☆
PowerPoint
Urdu ★★★★★
Inpage

LANGUAGE

Pashto ★★★★★

Urdu ★★★★★

English ★★★★★☆

HOBBIES

Football

Cricket

Typing (Speed 65 WPM)

MS Office

Professional Urdu Inpage 14,10,9

REFEREES

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