



Syed Saif Ur Rahman
Computer Operator

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Chilton Housing Society, Quetta, Pakistan

Summary

Results-oriented professional with Four 4 years of experience as a Computer Operator and Data Entry Operator in Different Government and Private Organizations. Proven track record of driving success through Computer Experties, and impressive communication skill with coustomers. with a strong focus on Confedantial Datas. Exceptional communicator and team player with a knack for problem-solving and delivering innovative solutions. Eager to leverage expertise in Computer Fiels to contribute effectively and Confidently to any organizations and achieve mutual success.

Skills

- Accoounts Management
- Communications Skills
- Data Entry
- Marketing
- Sales
- Adobe Photoshop
- Computer Knowledge
- Digital Communication Skills
- MS Excel
- Typing Speed
- Communication Skills
- Corel Draw
- Listening to Customers
- MS Office

Experience

Computer Operator

Khokal Printing Press, Quetta, Pakistan

Mar 2022 - Present

As a Computer Operator at Khokal Printing Press, I am playing a crucial role in ensuring the smooth operation of our computer systems and processes. My rimary responsibility is to monitor and control computer systems, including mainframes, servers, and networks, to ensure optimal performance and uptime. This entails executing scheduled tasks, monitoring system alerts, and responding to system failures or abnormalities promptly. I am responsible for performing routine maintenance tasks, such as data backups, system updates, and software installations, as well as troubleshooting technical issues as they arise. Additionally, I have been tasked with managing and maintaining documentation related to system configurations, procedures, and operational logs. I have a strong understanding of computer hardware and software, excellent problem-solving skills, and the ability to work effectively under pressure.

Data Entry Operator

Open Testing Service (OTS), Quetta, Pakistan

Sep 2021 - Present

As a Data Entry Specialist within our OTS (Open Testing Service) team Part time, I am currently playing a vital role in ensuring the accuracy and efficiency of our data management processes. my primary responsibility is to be meticulously input, verify, and maintain data related to OTS operations. This includes but is not limited to client information, equipment inventory, service records, and billing details.

Key responsibilities:

1. Accurately input and maintain client and equipment data into our OTS database systems.
2. Verify the completeness and accuracy of data entries to ensure data integrity.
3. Collaborate with other team members to resolve data discrepancies and ensure consistency across systems.
4. Generate reports and provide data analysis as needed to support decision-making processes within the OTS division.
5. Follow established protocols and procedures to maintain confidentiality and security of sensitive information.
6. Contribute to process improvement initiatives aimed at enhancing efficiency and effectiveness in data management practices.

Qualifications:

- Proficiency in data entry and database management software (e.g., Microsoft Excel, Word, Powerpoint).
- Strong attention to detail and accuracy in data entry and verification.
- Excellent organizational skills and ability to prioritize tasks effectively.
- Good communication skills and ability to work collaboratively in a team environment.
- Prior experience in a similar role, preferably within the OTS or technology services industry, is a plus.
- Understanding of confidentiality and data protection regulations.

Data Entry Operator

Jan Mall, Quetta, Pakistan

Jun 2018 - Oct 2022

As a Jan Mall Retail Data Entry Operator, I Have played a crucial role in maintaining accurate and up-to-date product information within our system. my primary responsibility was to input product data, including descriptions, pricing, and inventory levels, into our database with precision and efficiency. I was collaborate closely with the inventory management team to ensure that all product information is consistently updated and reflects current stock levels and pricing. Attention to detail and the ability to work quickly and accurately are essential for success in this role. Additionally,I was assisting in conducting regular data audits to identify and correct any discrepancies or errors in the database.

Education

Government science college quetta

Intermediate/A-Level

2024

Computer Science

Percentage: 87%

Government Boys High School Prince Road Quetta

Matriculation/O-Level

2022

General Science

Percentage: 67%

New Shumail High School

Non-Matriculation

2019

General Science

Completed

Languages

English
Intermediate

Urdu
Expert

Pashto
Expert