

# Umar Farooq



- I'm your go-to expert for quick and precise data input as a seasoned data entry operator with 5 and half years of practical expertise. My 60 words per minute typing pace guarantees that your work will be finished quickly and effectively. You may rely on my thorough attention to detail and a history of outstanding accomplishments to elevate your data entry chores! Together, let's increase productivity.
- My greatest accomplishment as a seasoned office administration specialist with years of experience is coordinating efficient operations for vibrant workplaces. I am excellent at fostering an environment of productivity, from precisely controlling schedules to deftly handling a variety of jobs. I'm here to boost the office's performance and accelerate success with my outstanding organizational abilities and relentless attention to detail.
- My greatest accomplishment as a fervent and experienced digital marketing genius. And launching Shopify drop shipping businesses to new heights of success. My best traits are creativity, data-driven ideas, and an unwavering commitment to soaring sales, whether I'm creating appealing advertising campaigns or using the power of social media. Let's work together to rule the online marketplace and make your aspirations a drop shipping phenomenon.

## Employment History

### Data entry/Administrator at Al Fared Enterprises, Quetta

JULY 2018 – OCTOBER 2022

- Developed and implemented office policies and procedures that improved staff productivity by 100%
- Entered large volumes of data into databases with 100% accuracy
- Developed and maintained databases for data storage and retrieval
- Developed and implemented data quality checks that reduced errors in reports by 100%

### Data Entry Operator at Easy Paisa Agency, Quetta

APRIL 2016 – MAY 2018

- Met daily deadlines for entering and verifying data with accuracy of 100%
- Ensured compliance with data protection regulations
- Cross-checked data with source documents to ensure accuracy

## Education

## Details

Quetta, Pakistan  
+92306377757  
[studyhard757@gmail.com](mailto:studyhard757@gmail.com)

## Skills

Time Management

Teamwork

Ability to Work in a Team

Fast Learner

Communication

Data Entry

## Matriculation (SSC) at APS School 7-Streams, Quetta

JULY 2013 – JULY 2014

- A stellar performance, securing 717 out of 1050 marks in Matric!

## Higher Secondary School (HSSC) at Garrison Degree College, Quetta

SEPTEMBER 2014 – APRIL 2016

- Achieved a commendable score of 654 marks out of 1100 in Higher Secondary School.

## ADP Human Resource Management at Virtual University Pakistan, Quetta

SEPTEMBER 2022 – PRESENT

- Currently pursuing my studies with a notable CGPA of 3.32 in my latest semester result.

## Courses

### Shopify Dropshipping at Hamzads.com

NOVEMBER 2022 – FEBRUARY 2023

### Digital Marketing at Hamzads.com

DECEMBER 2022 – FEBRUARY 2023

Communication Skills

Computer Skills

Microsoft Office

Shopify DropShipping

Digital Marketing

## Languages

English

Urdu

## Hobbies

Gaming, Scrolling, Blogs, Articles,

