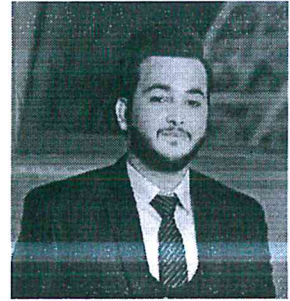


ARSALAN MALIK



EXECUTIVE SUMMERY

Results-oriented Data Entry Operator with a strong background in the pharmaceutical industry. I am a hard-working professional in Data Entry, with 8 years of experience in this role. I am looking for a full-time job that will continue to improve my skills. I am self-motivated but also enjoy working with others in a team and enjoy doing individual projects too.

ACADEMIC RECORD

Govt. City College

2022

Intermediate

Rashid Minhas Boys Secondary School

2019

Matriculation

PROFESSIONAL EXPERIENCE

- **Medicaid Pharmaceuticals Pvt. Ltd - Karachi Pakistan** Oct - 2021 to June - 2023
Data Entry Operator

I was responsible for preparing the monthly target sheet and managing both primary and secondary sales and collecting and entering data in Microsoft Office and maintaining accurate records.

- **Adamjee Pharma Services - Karachi Pakistan** Dec - 2018 to Sept – 2021
Data Entry Operator

At Adamjee Pharma, I was responsible for collecting and entering data in Microsoft Office and maintaining accurate records. And making new sheets on demand of manager in Microsoft Excel.

- **Khidmat-e-Alam Hospital - Karachi Pakistan** Jan - 2015 to Nov - 2018
Data Entry Operator

At Khidmat-e-Alam Hospital, I was responsible making inventory management sheet and update all data in Microsoft excel also maintain day to day balances.

PROFESSIONAL SKILLS

- Data analysis and reporting.
- File documents in physical and digital records.
- Check for accuracy and edit files.
- Strong organizational and time management abilities.
- Written and verbal communication.
- Ability to multitask.
- Taking messages

COMPUTER SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to create and edit professional presentations and documents.
- Experience in conducting online market research.
- Typing speed
- Computer Hardware/Software

PERSONAL INFORMATION

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Email: arsalanmalikm416@gmail.com
Address: Nazimabad No.1 Karachi
Contact: 0311-2119751
Religion: Islam

LANGUAGES:

- English
- Urdu

CERTIFICATION:

- Microsoft Advance
- Excel
- Word
- PowerPoint
- Outlook