Muhammad Basharat Munir

CONTACT

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📍 Chak No.323 G.B,Teh Pirmahal

EDUCATION

Matriculation
BISE Faisalabad 2011 - 2013

F.A(I.T)
BISE Faisalabad 2013 - 2015

B.SC
GCU Faisalabad 2015 - 2017

CAOP
PVTC PUNJAB Jan 17-Aug 17

SKILLS

- Organization skills
- Quick typing skills
- Attention to detail
- Computer savvy
- Confidentiality
- Thoroughness

LANGUAGES

- **English**
- **Urdu**
- **Punjabi**

OBJECTIVE

We are looking for a focused data entry clerk to continuously update our company's databases. The data entry clerk will liaise with and follow up with employees within the company as well as with customers to collect information. The data entry clerk will capture the data into relevant databases in a timely and accurate manner. You will identify and correct errors, and swiftly bring them to the attention of relevant parties where necessary.

To do well in this job, you should collect information and capture data promptly to ensure the business' databases are current to accurately reflect its developments, updates and transactions. Top candidates will be focused, diligent, energetic and have good people's skills.

Ultimately, a successful Data Entry Operator will be responsible for maintaining accurate, up-to-date and useable information in our systems.

Work Experience

DATA ENTRY CLERK
OVEX TECHNOLOGIES **2016 - 2019**

- Gathering invoices, statements, reports, personal details, documents and information from employees, other departments and clients.
- Scanning through information to identify pertinent information.
- Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
- Creating accurate spreadsheets.
- Entering and updating information into relevant databases.

DATA ENTRY CLERK
NETSOL TECHNOLOGIES **2020-2023**

- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.

REFERENCE

- Will be furnished on demand.