

RAJA TAYYAB NAWAZ

Data entry operator

DETAILS

✉ tayyabraja059@gmail.com

☎ 0545034785

SKILLS

- Time management and prioritization
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- Adaptability and flexibility
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- Initiative and self-motivation
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- Maintaining a positive attitude
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- Learning new tools and process quickly
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LANGUAGES

- English
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- Urdu
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SUMMARY

Dedicated and detail-oriented professional with experience in security and data entry operations. Strong analytical skills with a background in mathematics and physics. Proficient in Microsoft Office and data entry tasks, with a typing speed of 35-40 WPM. Seeking opportunities that leverage my skills in administration, security, or data management.

EXPERIENCE

Dec 2023 — Current

Security guard

Royal falcon security , Abu Dhabi

Ensure the safety and security of premises, employees, and visitors.

Monitor surveillance systems and report suspicious activities.

Enforce security protocols and assist in emergency situations.

May 2021 — Aug 2023

Data entry operator

Al Mustafa trust , Kahuta

Managed patient records and entered data accurately into the system.

Ensured confidentiality and compliance with hospital data policies.

Assisted in administrative tasks and documentation management.

EDUCATION

2016 — 2018

University of Punjab , Bachelor of Science, Mathematics and physics

CERTIFICATIONS AND LICENSES

Basic Microsoft office certificate in (word,excel PowerPoint)