

# Curriculum vitae

**ABDUL GHAFFAR**

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## POST APPLICATION: DATA ENTRY

### **CARRIER OBJECTIVE: -**

An enthusiastic self-motivated individual with excellent inter personal skills the ability to take responsibility & work as a team. To seek a challenging & responsible assignment in a reputable organization, where I apply my current skills & knowledge

### **EDUCATION: -**

**F S C PASSED/COMPUTER COURSE PASSED ( WORD/EXCEL/POWER POINT/PHOTOSHOP)**

### **WORKING EXPERIENCE: -**

- Worked as **SUPERVISOR/ACCOUNTANT/DATA ENTRY** with **ISMAL ESSA TECHNICAL WORKS LLC** in **DUBAI** For 5 year.







### **DUTIES AND RESPONSIBILITIES: -**

- Identifying and correcting file and system errors.
- Performing data processing operations according to a business production schedule.
- Performing backup procedures to reduce the risk of data loss.
- Maintaining computer equipment and inventory and organizing repairs as needed

### **SKILLS: -**

- MS office , word , excel , access ,powerpoint etc
- Data processing.
- Communication skills.
- Reporting skills.
- Productivity.
- Confidentiality.
- Documentation skills.
- Problem solving

### **PERSONAL DETAILS: -**

 Nationality	:	Pakistan
 Date of birth	:	07-01-1999
 Religion	:	Muslim
 Sex	:	Male
 Marital Status	:	Single
 Language Known	:	English ,Urdu

### **PASSPORT DETAILS: -**

- Passport No : CA4187482
- Issue Date : 13-12-2021
- Expiry Date : 12-12-2026

### **DECLARATION: -**

I certified that the above are true and correct to the best of my knowledge and ability. If given a chance to service, you I assure you that I will execute may duties for the total stratification of my superior.