

CURRICULUM - VITAE

SARFARAZ AHMAD

Designation: Data Entry

Mob No: +91 XXXX

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POST APPLY FOR "Data Entry Operator"

CAREER OBJECTIVES

My career objective is to grow with the growth of company where i can achieve my company's goal as well as my goal. And work with an organization, which match my profile and provide me a platform to develop my skills that grow proportion to my quality effort in the learning phase of my career.

ACADEMIC QUALIFICATION

- 10th Passed from B.S.E.B Patna-2011
- 12th Passed from B.S.E.B Patna-2013

TECHNICAL QUALIFICATION

- **ADCA**:- Advance Diploma In Computer Application-Computer Course
- **CSK**:- Certified Store Keeper
- **ERP**:- Microsoft Dynamics Ax – 2012 Experience more than 6-years from Al Co. Ltd - Saudi Arabia
- **Data Entry Operator**
- **English Typing - WPM 25-30+**

KEY QUALIFICATION

- ☞ **TOTAL EXP : More than 7 Years With Gulf**

Name Of Company	Position	Period
Al Co. Ltd (K.S.A)	Computer Operator	2 Years
Al Co. Ltd (K.S.A)	Document Controller & Data Entry	5 Years

SKILLS & KEY

- Computer Operator with good excel knowledge
- Maintains database by entering new and updated customer and account information.
- Input new information into database systems
- Create and manage spreadsheets.
- Regularly update existing database system records.
- Handling additional duties from time to time.
- Good command of English.
- Knowledge of Basic Software & Hardware as well as computer formatting.
- Communication Skills- Verbal And Written
- English Typing with 25 to 35 Speed
- Online Work(Ticket booking, data entry, form apply)

PROFESSIONAL QUALIFICATION & SKILLS

- Computer Operator
- Microsoft Dynamics
- Knowledge of Microsoft Office and Excel
- Online Data Entry
- Email
- Scan and organize documents for filing purposes
- Handle confidential information and data
- Airlines, Railways Ticket Booking
- Photo Editing & Videos Editing
- WordPress website & Blogging.
- Monetization
- Online advertising
- Basic in Networking - WiFi Router Configuration, RJ45 Patch Cord
- Office Supply Materials Request

Extra Knowledge

- Supply Chain Department (Warehousing)
- Material Coordinator
- Excellent typing and computer skills
- Email, Website, YouTube & Monetization

PERSONAL INFORMATION

Name	:	XXXXXXXX
Father Name	:	XXXXXX
Date of Birth	:	XXXXX
Gender	:	XXXXXX
Marital Status	:	XXXXX
Nationality	:	XXXXXX
Language	:	XXXXXX
Religion	:	XXXXXXX
Village	:	XXXXXXXXX
Post/Pin Code	:	XXXXXX
Dist	:	XXXXXX

❖ DECLARATION:

I do here by declare that all the above statements furnished in this cv are true and correct to the best of my knowledge and belief.

Date:

Sarfaraz Ahmad