



Imran Baloch

Data Entry Operator

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Summary

Detail-oriented and highly organized Data Entry Operator with years of experience in the field. An expert in managing documents within tight deadlines and has a proven track record of ensuring accuracy and compliance. He is proficient in a variety of software programs and is highly knowledgeable of "Data Entry" processes and procedures.

Skills

- Data Entry Skills
- Verbal and Written Communication
- Record Management
- Report Preparation
- Database Maintenance
- Computer Literacy
- Data Management
- Exceptional communication skills
- Fast Typing Skills
- Multi-tasking
- Clerical Work

Languages

➤ Persian	Native
➤ English	Advance
➤ Urdu	Advance
➤ Spanish	Intermediate
➤ Arabic	Beginner

Hobbies

- ❖ Watching Documentaries
- ❖ Learning New Languages
- ❖ Playing Football
- ❖ Traveling

Work history

Data Entry Operator – 04/2022 to 09/2023

Al Ghadeer Pure Water Factory, Al Ain, UAE

- Create, review and modify documents
- Enter data into database and spreadsheet software
- Check for accuracy in reports and records
- Send and distributes reports and files to the management
- Update existing information
- Organizing and filing documents
- Work on different softwares to store and track documents
- Handling Emails and phone calls
- Responsible to scan, print and distribution of the documents
- Troubleshooting data related problems
- Create Backup of the documents

Document Controller – Jan/2020 to March/2022

ASAK, UAE

- Create, review and modify documents
- Label, sort and categorize documents
- Removing documents that are obsolete
- To make reports and prepare meetings
- Responsible for employees personal records
- Deal with various types of drawings
- Updating logs
- Write letters, Emails and reports
- To make control copies
- Work on Document Management Systems
- Getting Documents Approved by the related authorities
- To Audit
- To stamp required documents

Education

High School Diploma:

Inter College Awaran – 2019 (Completed in 2019)

AutoCad and Computer Application Certificate

Government Technical Training Institute Faisalabad (2019)