



**Faisal Rehman**  
Data Entry Operator

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Kohat Road, Peshawar, Pakistan

**Summary**

I would dedicate myself toward the achievement of company's objectives while being a part of it and would carry out my duties responsibility while maintaining excellent interpersonal relationships with my follow works.

**Skills**

- Computer Skills
- Data Management
- Freelancing Command
- Windows 7
- Data Entry
- file managem
- naib qasid
- Data Entry Operations
- File Management
- Security Garud

**Experience**

<b>Data Entry Operator</b> Appsols, Peshawar, Pakistan Data Entry Operator Drafting letters & preparation of invoices. File management.	Mar 2017 - Oct 2019
<b>Drafting letters &amp; preparation of invoices</b> Appsols, Peshawar, Pakistan Telephone Operator. Drafting letters & preparation of invoices. File management.	Mar 2017 - Oct 2019
<b>File Management</b> Appsols, Peshawar, Pakistan Telephone Operator. Drafting letters & preparation of invoices file management	Mar 2017 - Oct 2019

**Education**

<b>digiskills.pk</b> Short Course FREELANCING Completed	2022
<b>Government Superior Science College Peshawar</b> Bachelors in Science Islamiat CGPA: 3.3/4	2022

**University of Peshawar**

Bachelors in Science Islamiat	2022
<b>Govt Superior Science College Peshawar</b>	
Bachelors in Science Islamiat CGPA: 3.1/5	2022
<b>CIVIL DEFENCE TRAINING SCHOOL PESHAWAR</b>	
Certification Civil Defence General Instructor Completed	2021
<b>Govt Higher Secondary School Cantt No 2 Peshawar</b>	
Intermediate/A-Level Biology, Chemistry, English, Pakistan Studies, Physics, Islamiyat, Urdu Percentage: 50%	2017
<b>Government College of Technology Peshawar</b>	
Diploma Information Technology Completed	2017
<b>govt higher secondary school no.2 peshawar cantt</b>	
Matriculation/O-Level Biology, Chemistry, English, Physics, Islamiyat, Maths, Urdu Percentage: 56%	2015

## Projects

### PCA SCHOOL

<http://pcaschools.pk/>  
Data Entry In The Site.

## Languages

English  
Beginner

Pashto  
Expert

Urdu  
Expert