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| **Hassam Sheikh**  Computer Operator | | |
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| |  |  | | --- | --- | | **contact** | | |  | | | (+92) 347581203 |  | | Hassamibad@gmail.com |  | | Peshawar Cantt chowk Izzat khan Gulberg No 3 Dawood town, Peshawar, Pakistan |  | | linkedin.com/in/hassam-sheikh |  | |  | | | **education** | | |  | | | **(June 2013)**  **Bachelor In Commerce,**  *Graduated University of Peshawar* Peshawar, Pakistan | | |  | | | **key skills** | | |  | | | Microsoft Office | | | English | | | Web and tech | | | Typing speed of 70 WPM | | | Problem solving | | | Team leadership | | |  | | |  | | |  | | |  | | |  | |  | | --- | | **Profile** | |  | | Computer operator cum Assistant with 10+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possesses a B. Com in Commerce and Finance and expertise in Microsoft Excel.  Looking to leverage my knowledge and experience into a role as Computer Operator | |  | | **Professional experience** | |  | | **(February 2021 – Present)**  **Computer Operator / Data Entry Operator**  National Savings Organisation – Peshawar, Pakistan   * Prepares, compiles, and sorts documents for data entry. Opened, sorted, and distributed incoming messages and correspondence * Verifies and logs receipt of data. * Transcribes source data into the required electronic format. Maintain utmost discretion when dealing with sensitive topics | | **(January 2014 – December 2020)**  **Computer Operator**  Children Diagnostic Centre Medical Laboratory – Peshawar, Pakistan.   * Provides data by operating a computer. * Determines sequence of operations by studying production schedule. * Performs defined tasks per documented instructions/processes. * Performs defined tasks per documented instructions/processes. * Makes appropriate changes to the documentation, as needed. | |  | |