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| **Hassam Sheikh**Computer Operator |
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| **contact** |
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| (+92) 347581203 |  |
| Hassamibad@gmail.com |  |
| Peshawar Cantt chowk Izzat khan Gulberg No 3 Dawood town, Peshawar, Pakistan |  |
| linkedin.com/in/hassam-sheikh |  |
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| **education** |
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| **(June 2013)****Bachelor In Commerce,***Graduated University of Peshawar* Peshawar, Pakistan |
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| **key skills** |
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| Microsoft Office |
|  English |
| Web and tech |
| Typing speed of 70 WPM |
| Problem solving |
| Team leadership |
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| **Profile** |
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| 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  |
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| **Professional experience** |
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| **(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
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| **(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.
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