



Tahir Jameel

Computer Operator, Office Assistant,
Data Entry Operator, Office Clerk

📍 Ganj Gate, Peshawar, KPK,
Pakistan

📅 June 25, 1995

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☎ 03349439576

🌐 Tahir Jameel

📘 Tahir Jameel

🐦 Tahir Jameel

SKILLS

MS Office

MS Word

MS Excel

OFFICE WORK

Data Entry

Record keeping

Networking

Data Management

Management

Administration

Shorthand

Typing

Frontend Development

HTML

CSS

Bootstrap

JavaScript

LANGUAGES

English

Good

Urdu

Excellent

Hindko

Excellent

Pashto

Excellent

I am focused clerical work professional with over 6 years' experience of providing comprehensive high quality related support. I am eager to learn & enjoy overcoming challenges. Enthusiastically seeking role in which strong work ethic and resourceful nature will be highly valued.

WORK EXPERIENCE

SOFT TOUCH I.T SOLUTION

(June 01, 2020 - Present)

Computer Operator

Entering record & ensuring updation of database. Maintaining computer inventory and do repairs as needed. Answering questions and troubleshooting problems for users.

🌐 www.isoftware.com

SOFT TOUCH I.T SOLUTION

(October 01, 2017 - May 30, 2020)

Assistant

Assisting in general clerical tasks. Maintaining customer data and generating invoices. Scheduling meetings and responding to customers.

🌐 www.isoftware.com

SOFT TOUCH I.T SOLUTION

(January 01, 2016 - September 30, 2017)

Record Keeper

Maintaining record or custodian of store. Generating new files or attach documents in relevant files and then put data (file no.) in computer.

🌐 www.isoftware.com

EDUCATION

University of Peshawar

(September 05, 2021 - Present)

Master of Arts (MA), Peshawar

University of Peshawar

(November 09, 2016 - September 23, 2019)

Bachelor of Arts (BA), Peshawar

Board of Technical Education

(September 20, 2012 - June 12, 2014)

Diploma in Commerce (D.COM), Peshawar

Board of Technical Education

(July 20, 2014 - August 09, 2015)

Diploma in Information Technology (DIT), Peshawar

CERTIFICATIONS

Mobile Hardware & Software

(July 20, 2012)

KP TRADE TESTING BOARD

Shorthand & Typing

(July 05, 2014)

PAKISTAN STENOGRAPHY INSTITUTE PESHAWAR

Microsoft Office

(July 05, 2014)

PAKISTAN STENOGRAPHY INSTITUTE PESHAWAR

INTERESTS

Travel in Pakistan

Islamabad

Nathia Gali

Reading

Political Articles

Novels

Fitness

Gym

Jogging

Music

Country