

Tahir Jameel

✉ ktahir054@gmail.com ☎ 0334-9439576 📍 Peshawar, kpk, Pakistan in LinkedIn (Tahir Jameel)

PROFILE

Dedicated and versatile professional with over 8 years of experience in clerical and IT support roles. Proven track record in data management, record keeping, and customer service. Proficient in MS Office, data entry, and various computer software and hardware. Eager to leverage these skills and experience in a challenging role. Committed to continuous learning and growth.

PROFESSIONAL EXPERIENCE

SoftTouch Technologies

Computer Operator

Jun 2020 – present | Peshawar, Pakistan

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

Administrative Assistant

Oct 2017 – May 2020 | Peshawar, Pakistan

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

Record Manager

Feb 2016 – Sep 2017 | Peshawar, Pakistan

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

SKILLS

Computer Network Operations

Office Administration

Administration

Networking

Data Management

Organization Skills

Problem Solving

Attention to Detail

Microsoft Word

Microsoft Excel

Record Keeping

Data Management

File Management

Research Skills

Data Entry

Shorthand

Typing

EDUCATION

Bachelor of Arts, University of Peshawar

Nov 2016 – Sep 2019 | Peshawar, Pakistan

Diploma in Information Technology (D.I.T), Board of Technical Education

Jul 2014 – Aug 2015 | Peshawar, Pakistan

Diploma in Commerce (D.COM), Board of Technical Education

Sep 2012 – Jun 2014 | Peshawar, Pakistan

CERTIFICATES

Shorthand & Typing

Pakistan Stenography Institute Peshawar

Microsoft Office

Pakistan Stenography Institute Peshawar

LANGUAGES

English

Native or Bilingual
Proficiency

Urdu

Professional Working
Proficiency

Hindko

Professional Working
Proficiency

Pashto

Professional Working
Proficiency