Cover Letter

Dear Hiring Manager,

I am writing to express my interest in the Office Assistant, Receptionist, Data Entry Operator, Customer Service, and Cashier positions within your organization. With a strong background in administrative tasks, exceptional customer service skills, and proficiency in data entry, I am confident in my ability to contribute effectively to your team.

Throughout my career, I have demonstrated a keen attention to detail and a commitment to delivering high-quality work in a fast-paced environment. My communication skills, both written and verbal, have enabled me to effectively interact with customers and colleagues alike, ensuring smooth operations and positive experiences for all stakeholders.

I am eager to bring my diverse skill set and enthusiastic attitude to your team. Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with the needs of your organization.

Sincerely, Abdul Wahid

ABDUL WAHID



Computer Operator | Data Entry Clerk | Receptionist | Cashier



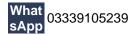
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Al-Haram Model Town Ring Road Peshawar



OBJECTIVE

Seeking a challenging position in the Computer Operator, Data Entry Clerk, Receptionist and Cashier Duties. Seeking a role where I can Manage my strong administrative skills, attention to detail and proficiency in data management to support difficult operations and contribute to the overall success of the team.

EXPERIENCE

18 Jan to 15 March 2024

Computer Operator- (Abu Dhabi Musaffah UAE)

- Monitoring computer system for error, performance issues, and security breaches.
- Inputting data into computer system accurately and efficiently.
- Keeping records of the documents and perform different tasks.

01 Jan 2023 to 10 Jan 2024

Assistant Accountant and Data Entry Clerk- (Mir computer academy)

- Maintain accurate data in Databases.
- Keeping inventory of office and Minting files.
- Maintain and updates financial records, ledgers, and accounts.
- Assists with budgeting, forecasting, and financial analysis.

2019-2020

Cashier cum Receptionist- (Faisal Medical Pharmacy-Bara)

- Handling Customer payments and providing change.
- Handling cash, credit and Debit payments.
- Greeting Customers, Clients, and Visitors.
- Providing General Administrative support.

LANGUAGES

English: Communicational in Speaking, fluent in writing and Reading.

Pashto: Fluent in Speaking, reading and writing.Urdu: Fluent in Speaking, reading and writing.

REFERENCES

Should be provide on Demand.

EDUCATION

- (BCS) Bachelor in
 Computer Science
 University of Peshawar 2020-2023)
- **F.SC** (Govt. Degree College Hayatabad (2018-19)
- Matriculation (2016-17)

KEY SKILLS

- Good Communication and Soft
- Skills
- Problem Solving Ability
- Good Administrative Skills
- Best Customer Service
- Team Management
- Ability To Work as A Supervisor
- Computer Literacy

CERTIFICATES

- DIT (Diploma in Information Technology
- Communication And Soft Skills
- Freelancing
- MS-OFFICE