



M. Rizwan Mughal



E-mail

rizwanmughal912000@gmail.com

Phone

+923042922232

Address

Lahore Pakistan

ACHIEVEMENTS

- 2023 | **Data Entry Achievement**
Optimized Data Entry Techniques, Yielding a 30% Boost in Productivity
- 2022 | **Audit Achievement**
Enhanced Compliance and Accuracy by 25% through Discrepancy Resolution

SKILLS

Data Accuracy



Compliance & Audit:



Process Improvement



Inventory Management



Collaboration



Confidentiality & Security



analytical Thinking



LANGUAGES

English



Urdu



ABOUT ME

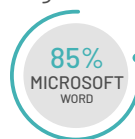
As a data entry operator, my precision and commitment have been instrumental in maintaining the integrity and accuracy of crucial information. I possess a mastery of various data entry software and techniques, ensuring seamless handling and processing of complex data sets. My dedication to maintaining high-quality standards has consistently contributed to streamlined workflows and optimized database management systems.

EDUCATION

- | **Master**
Continue From Punjab University Lahore
- | **Bsc**
I successfully completed a two-year program at AJK University
- | **Intermediate (AJKBISE)**
I completed my Intermediate from (AJKBISE)
- | **SSC(AJKBISE)**
I completed my matriculation from (AJKBISE)

SOFTWARE

I am highly proficient in utilizing a range of software applications, including



WORK EXPERIENCE

- (1.5 years) | **Data Entry Operator at Multan Chemical's Limited**
Handled accurate and timely data entry, maintaining confidentiality and collaborating across departments for seamless information flow.
- (1.5 years) | **Auditor at Multan Chemical's Limited**
Conducted thorough audits, identified improvements, and streamlined processes to enhance financial transparency and compliance.
- (6 months) | **GRN Maker at Imtiaz Super Market**
Managed Goods Receipt Notes, ensuring precise inventory records and optimizing processing efficiency for received goods.