

umar Ashraf


Data Entry Clerk

Seeking a challenging and fast-paced role where I can leverage my skills and experience to make a significant impact. Excited to contribute to an organization that values continuous learning and growth.

Education

- Jan 2011 - Dec 2012 • **matric**
comprehensive high school talwara
Marks 683
- Jan 2013 - Dec 2014 • **I.com**
siit college of commerce
Marks 763
- Jan 2015 - Dec 2016 • **High School Diploma**
Aptech
English course

Experience

- Jan 2017 - Dec 2024 • **Medical Store**
Medical Assistant
check general patient fever, blood pressure, delivery medicine & injection Night duty time this job
- Jan 2019 - Continue • **driver**
Driver
pick and drop Russian customer Arabic and America in  uae
- Jan 2021 - Continue • **Suzuki showroom**
Data Entry Clerk
Admin (all check and balance all employees record all things lights chair's tables etc) Data entry operator (update all entries invoice etc)
- Jan 2022 - Continue • **Honda Showroom**
Data Entry Clerk
sales customer dealing data entry operator receptionist



Contact Info

- Phone:**
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- Email:**
pakistansialkot00971@gmail.com
- DOB:**
03.03.1993
- Gender:**
Male
- Nationality:**
Pakistani

Skills

- Fast Typing
- Driver
- Receptionist
- sales
- Admin
- customer dealings

Languages

- English
- Urdu
- Punjabi
- arqbic

Hobbies

- Traveling

