

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.



Contact Info

Phone:

03252500123

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

arabic

Hobbies

Traveling

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

