

# CURRICULUM VITAE

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## JOB APPLIED FOR (DATA ENTRY)

### CAREER OBJECTIVE

To obtain a Data Entry position where I can utilize my skills and experience to contribute to the success of the company.

### EDUCATION:

**Matriculation:** ALL HAFIZ PUBLIC MODEL SCIENCE HIGH SCHOOL .GUJRANWALA  
Pakistan,2016

**ICOM (Intermediate Of Commerce):** GOVERNMENT HIGH COLLEGE — GUJRANWALA PAKISATN,2018

**Diploma Of Higher Education:** OFFICE MANAGEMENT PEPTECH COLLEGE-GUJRANWALA PAKISATN  
(6 months)

- Skills: Proficient in data entry software such as Microsoft Excel and Google Sheets
- Excellent typing speed and accuracy
- Familiarity with various data entry methods including copy-pasting, manual data entry, and scanning
- Ability to work with large amounts of data while maintaining accuracy and attention to detail
- Strong organizational and time management skills
- Excellent verbal and written communication skills

### Experience:

**DATA ENTRY, [RUBY FOAM INDUSTRI, (PVT) LTD][DASKA ROAD SAILKOT, GUJRANWALA][2023 TO 2024]**

- Inputting Data: Entering data from various source as paper document, electronic file, or forms into computer databases or spreadsheets
- Managing Databases: Organizing and managing data within databases to ensure easy access and retrieval
- Updating Recodes: Keeping existing recodes up-to-date by entering new information or verifying and correcting inaccuracies
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**DATA ENTRY CLERK, [JABAL RAYA TRANSPORT][MUSAFFAH32 ABU DHABI][UAE] [2021 TO 2023]**

- Entered and maintained data records in the company database using various software tools
- Verified and corrected data errors and inconsistencies
- Collaborated with team members to ensure the accuracy and completeness of data records
- Maintained confidentiality of sensitive data records
- Responded to inquiries from clients and team members regarding data records

**[OK GROUP TRANSPORT CO, (PK)], [GUJRANWALA PAKISTAN], [2019 TO 2020]**

- Entered and maintained data records in the company database using various software tools
- Conducted quality assurance checks on data records to ensure accuracy and completeness
- Communicated with team members to resolve data inconsistencies and errors
- Developed and maintained efficient data entry procedures
- Assisted with other administrative tasks as needed

**AL SUHOB TRADING, QATAR INDUSTRIAL AREA STREET 15 [ 01-09-2024 TO 10-01-2025]**  
Data Entry Accounts & Invoice, Salary Statement Everything Management Works.

**LANGUAGE: URDU.ENGLISH.PUNJABI.HINDI**