


Muhammad Tayyab Mujtaba

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ABOUT ME


I am a hardworking and dependable Data Entry Operator and Record Keeper with over 2 years of experience. I have strong skills in entering and managing large amounts of information quickly and accurately. I am good at using Microsoft Word, Excel, and other computer programs. I can organize files and records well, work under pressure, and meet deadlines. I always focus on keeping data correct and helping the office run smoothly

WORK EXPERIENCE

 **ARFEEN TRADES** – CHAKWAL, PAKISTAN

DATA ENTRY OPERATOR

- Entered data accurately into computer systems and databases
- Checked and corrected errors in data before and after entry
- Maintained and updated records regularly
- Sorted and organized files, both digital and paper
- Followed company rules to keep all data safe and private
- Worked with other team members to complete tasks on time
- Used Microsoft Excel and Word for data entry and reporting
- Helped in preparing reports and summaries when needed

 **KHADIM MARKAZ** – CHAKWAL, PAKISTAN

RECORD KEEPER

- Maintained accurate daily attendance and time records for employees
- Recorded in/out timings and overtime hours
- Checked and verified timesheets before processing payroll
- Updated leave records and tracked absences
- Prepared daily, weekly, and monthly time reports
- Coordinated with HR and payroll teams for smooth processing
- Ensured compliance with company timekeeping policies
- Managed timekeeping logs and filed records properly

EDUCATION AND TRAINING

2020 – 2022
INTERMEDIATE FSC Rawalpindi Board Pakistan

LANGUAGE SKILLS

Mother tongue(s): **URDU**
Other language(s): **ENGLISH**

SKILLS

Microsoft Office | Google Drive | Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Social Media | Social Media | Good listener and communicator | Team-work oriented

NOTE

NOC available. Ready to join immediately