



Muhammad Zaid Babar

CONTACT

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WORK EXPERIENCE

BSI Pharma
Computer Operator

APRIL 2019 — JUN 2021

QUALIFICATIONS

MATRIC
FSC (ICS)
BA (POLITICAL SCIENCE AND EDUCATION)
IT OFFICE AUTOMATION
SHORTHAND AND TYPING COURSE

EDUCATION

Matric (10 years of Education)
Govt High School No. 2

2015 — 2017

ICS (12 years of Education)
Govt Post Graduate College Nowshera

2017 — 2019

BA (Bachelor of Arts 14 years of Education)
Bacha Khan University Charsadda

2020 — 2022

IT OFFICE AUTOMATION
SDC Peshawer

01-06-2019 — 30-11-2019

SHORTHAND AND TYPING COURSE
Sarhad college of typing and shorthand

12-09-2019 — 11-03-2020

INTERESTS

- Remarkable experience in data entry (alpha and numeric)
- Proficient in Microsoft Office products (Word Excel Access and Outlook), 10-key and alphanumeric typing
- In-depth knowledge of entering data fields into computers in Windows

- Posses typing Speed 40-50 words per minute
 - Remarkable skill in coding information into proper form for entry
 - Excellent data entry skills
 - Strong clerical and administrative skills
 - Ability to process high volume of data on-line accurately
- Profound ability to work independently

REFERENCES

References available upon request.