

Nabeel Ahmed

Detail-oriented professional with over 3 years of experience in data entry, office operations assistance, and customer support. Skilled in accurate data management, record keeping, and handling customer queries professionally while maintaining confidentiality, strong attention to detail, and smooth workflow support.

Work Experience

Data Entry & HR Support Assistant, Greeka Ltd

Duration: 6 Months (Contractual) (Oct 24 - Mar 2025)

- Accurately typing and organizing data into computer systems, databases, or spreadsheets, ensuring information is up-to-date and error-free.
- Recruitment Process, screening candidates, conducting interviews, and ensuring a smooth hiring process.
- Managed executive calendars, schedule meetings.

LDC/ Office Assistant, Army Medical College

Duration: 6 Months (Apr 2024 - Sep 2024)

- Maintaining and updating files and records.
- Answering phones and emails, and assisting with general office tasks. Filing and organizing documents.
- Article Composing, data entry, fixing errors and proofreading.

Data Entry Operator, Omni App Solutions

Duration: 1 year (Contract) (Mar 2023 - Jan 2024)

- Article Composing, data editing, fixing errors and proofreading.
- Provide general administrative support to various departments as needed.

Customer Services Executive, Flash Express Logistics Pvt

Duration: 1.5 year (Sep 2021 - Jan 2023)

- Handles customer inquiries, manages shipments, resolves issues, and logistics operations, often involving freight forwarding, warehousing.
- Provide general administrative support to various departments as needed.

Educational Background

Intermediate F.A (Humanities) (College)

Rawalpindi Board of Intermediate & Secondary Education

May - June 2018-19

- Major Subjects: Civics, Education

Matriculation in Science (High School)

Kenhall Public School, BISE Rawalpindi

Sep - Oct 2015

- Major Subjects: Bio, Physics & Chemistry

Contact

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Rawalpindi.

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Projects

Sortitt Company – Data Research & Entry (Client: International, South Africa)

Duration 2.5 months

- Conducted detailed data research and maintained accurate records for a car sale and purchase project.
- Performed high-volume data entry ensuring accuracy and timely completion.

Certification/Diplomas

- **CCA (Certified in Computer Applications)** – Government Technical Institute, TEVTA
- **Basic IT Computer Course** – SuperTech Institute of Computer Sciences, RWP

Skills

- **Microsoft Office:** (Ms Word, Excel, PowerPoint, Outlook) and other relevant software.
- **Data Entry:** Accuracy and speed in entering and managing data.
- **Time Management:** Meeting deadlines and managing multiple responsibilities
- **Communication:** Communicate customers, understanding their needs and respond timely.