

SIRAJ KHAN

HR Support Assistant | Data Entry Specialist

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Haripur, Pakistan

PROFESSIONAL SUMMARY

Detail-oriented and reliable HR Support Assistant & Data Entry Specialist with hands-on experience in HR administration, employee record management, attendance tracking, and accurate data handling. Proficient in using MS Excel and Google Sheets for data entry, data cleaning, and generating reports to support decision-making. Possesses a foundational understanding of web development, adding versatility to technical and administrative tasks. Highly organized, efficient, and committed to maintaining confidentiality while ensuring smooth and effective administrative operations.

CORE SKILLS

- HR Administration & Employee Support
- Employee & Student Records Management
- Attendance & Leave Tracking
- Data Entry, Data Cleaning & Reporting
- Confidential Data Handling
- Professional Email Communication
- Fast & Accurate Typing
- Attention to Detail

Computer Skills

- MS Excel (Formulas, Pivot Tables, Data Cleaning)
- Google Sheets & MS Word
- Internet & Email Handling
- Basic Web Development (HTML, CSS, Bootstrap)
- JavaScript & React (Basic Knowledge)
- Database Basics (MySQL)
- Basic Computer Operations (Windows, File Handling)

WORK EXPERIENCE

HR / Administrative Support (Project-Based)

- Maintained employee and student records with high accuracy
- Managed HR documentation, files, and attendance data
- Assisted in data entry and reporting tasks
- Ensured confidentiality and proper data handling

Freelance Data Entry Operator (Remote) | 2022 – 23

- Entered, verified, and updated large volumes of administrative and HR data
- Cleaned and organized datasets using MS Excel and Google Sheets
- Prepared structured reports and summaries for clients.

Sprintx | 2022 – 2023

- Developed responsive and user-friendly web pages using HTML, CSS, and Bootstrap
- Built dynamic user interface components with React.js to enhance user experience
- Optimized website performance and resolved UI/UX issues for smoother functionality
- Collaborated within a team environment using Git for version control and project management

Codematics Inc. | 2024 – 2025

- Assisted in the development of web-based applications and systems.
- Gained hands-on experience with database management and backend development fundamentals.
- Contributed to multiple projects, including various management systems.
- Designed and developed a School Management System to efficiently handle records, reports, and administrative tasks.

EDUCATION

Bachelor of Science in Computer Science

University of Haripur (2020 – 2024)

Intermediate in Computer Science

Govt. Higher Secondary School, Kot Najibullah (2018 – 2020)

Matriculation in Science

Govt. High School, Haripur (2016 – 2018)

FINAL YEAR PROJECT

School Management System

- Developed a comprehensive system to manage student, teacher, and attendance records efficiently
- Implemented data entry, record management, and report generation functionalities
- Improved data organization, accuracy, and overall administrative workflow

Technologies Used:

- Frontend: HTML, CSS, Bootstrap, JavaScript
 - Backend: Laravel (PHP)
 - Database: MySQL
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LANGUAGES

- English
- Urdu