



Muhammad Umer Raza

Contact

+92 304 0078889 | +92 303 0380099

umer87975@gmail.com

Stadium Road, Khanewal

About Me

A disciplined and detail-oriented professional with strong organizational and data management skills. Demonstrates a high level of accuracy in record handling and a structured approach to administrative tasks. Known for maintaining confidentiality, meeting deadlines consistently, and working effectively in fast-paced office environments. Adaptable to new systems and procedures, with a strong sense of responsibility and commitment to professional standards.

Skills

- ERP System (HR / Time Office)
- Attendance & Record Management
- Data Entry (Manual & Computerized)
- MS Word, MS Excel, MS PowerPoint
- Office Documentation & File Handling
- InPage Urdu Typing
- Email Handling & Internet Browsing
- Windows Operating System

Education

Secondary School Certificate

City Public School System Khanewal

2017 - 2019

Marks: 778/1100

Higher Secondary School Certificate

Govt Post Graduate College, Khanewal

2019 - 2021

Marks: 638/1100

Associate Degree in Information Technology (ADP)

Khanewal Public School and University College, Khanewal

Degree Completed (Final Result Pending)

Experience

Computer Operator/Data Entry

Maaz Pharma, Khanewal

MAY 2022 - SEP 2024

- Used computer and basic software (MSWord,Excel,PowerPoint) for daily office work.
- Entered and managed data accurately in Company's computer System.
- Handled daily records, reports and documentation.
- Supported the team with computer-related tasks as needed.

Computer Operator / Data Entry

DHQ Hospital, Khanewal

JUL 2025 - AUG 2025

- Managed patient data entry, file handling, and records using MS Word, Excel, and hospital systems.
- Supported daily operations through report preparation, emails, and computer-based documentation.

HR Time Office Assistant

Madina Group of Industries, Faisalabad

Nov 2025 – Present

- Managing employee attendance records and time office registers.
- Performing manual and computerized data entry using ERP systems.
- Preparing, updating, and maintaining employee files and HR documentation.
- Assisting HR department in routine administrative and reporting tasks.
- Handling office files, records, and internal documentation.
- Ensuring accuracy, confidentiality, and timely record management.



CERTIFICATIONS

Computer Operator/IT Assistant

- This certificate was awarded after completing 6 months of training in computer operations and basic IT skills.