



Tahir Khan

Data Entry Clerk

Summary

Detail-oriented Data Entry Clerk with 5 years of experience handling high-volume data with accuracy and confidentiality. Fast and efficient with 30 words per second typing speed, highly skilled in Microsoft Word and Excel, and committed to meeting deadlines.

Work Experience

Data Entry Clerk 2021 – 2026

Islamabad pakistan

Office / Administrative

BPO / Outsourcing

Finance / Accounting

Healthcare

IT / Corporate office

Education

B.A 2018 – 2020

University of Malakand

2nd Division

Contact

📍 Dargai Malakand

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📅 05 April 1998

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Skills

- Data Entry & Data Processing Fast & Accurate Typing (30 WPS) Microsoft Word, and Microsoft Excel (Data Entry, Formatting, Basic Formulas) Record Keeping & Documentation Time Management Confidential Data Handling File Organization Accuracy & Quality Control

Languages

English, Urdu, Arabic