

AYTZAZ AHSAN

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ABOUT ME

A dedicated and detail-oriented professional with experience in administrative and documentation-based work. Skilled in correspondence handling, record management, and coordination with multiple stakeholders. Known for accuracy, timely execution of tasks, and adherence to organizational procedures. Committed to maintaining efficiency, professionalism, and continuous improvement in a dynamic work environment.

WORK EXPERIENCE

Data Entry Operator

Sep 2023 - Present

Fauji Foundation Hospital, Jhelum

- Managed official office correspondence and documentation with Head Office and concerned departments.
- Uploaded and maintained bills, invoices, and records on the hospital ERP system with accuracy and timeliness.
- Maintained systematic records of medicines stock and ensured proper filing and data confidentiality.

Data Entry Operator

Nov 2019 - Feb 2021

Loop Communications (Pvt) Ltd, Rawalpindi

- Maintained and updated customer data records in the system with accuracy and confidentiality.
- Recorded and managed call data, logs, and daily operational reports.
- Performed quality checking of call data to ensure correctness and compliance with company standards.

EDUCATION

Graduation - B.A (Arts)

2017 - 2022

Allama Iqbal Open University, Islamabad

Intermediate - F.A (Arts)

2014 - 2016

Allama Iqbal Open University, Islamabad

Matriculation - Science

2010 - 2012

Board of Intermediate & Secondary Education, Rawalpindi

COURSES

Certificate in Information Technology - CIT

Feb 2017 - Aug 2017

Virtual Institute of Modern Languages & Computer Sciences, Wah Cantt

ADDITIONAL INFORMATION

- Skills: MS Office, DataEntry, Documentation, Correspondence, RecordKeeping, Filing, Inventory, Billing, Reporting, Typing, Accuracy, Confidentiality, Coordination, QualityControl, Communication, Multitasking, TimeManagement, Monitoring, Compliance
- Languages: English, Urdu
- Hobbies and Interests: Gaming, Cricket, Travelling

REFERENCES

Will be provided on demand