

# BILAL ARHSAD

## DATA ENTRY SPECIALIST

### CONTACT

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- Deira, Dubai

### EDUCATION

**Bachelor in Computer Science**  
**Virtual University of Pakistan**

Continued

**F.sc**  
**Govt. Islamia College, Civil Lines**  
2015

### SKILLS

- Data entry & verification
- Detail-oriented
- Confidentiality
- Typing speed & accuracy
- Software & spreadsheet proficiency
- Communication
- Problem-solving
- Independent & collaborative work
- Quality control
- Operational efficiency

### EXPERTISE

- Data entry & management
- Typing speed & accuracy
- Data verification
- Spreadsheet proficiency
- Confidentiality
- Quality control
- Communication
- Problem-solving
- Attention to detail
- Time management

### PROFILE

Highly organized and detail-oriented professional with advanced data entry skills. Proficient in data verification and confidentiality. Adept at working independently or collaboratively to ensure accurate and timely data management. Strong communication and problem-solving abilities. Seeking opportunities to contribute expertise in optimizing data-driven processes.

### WORK EXPERIENCE

**Data Entry Specialist** Jan 2022-June 2022

Grip School System-Lahore

- Inputting and verifying data accurately into databases and spreadsheets.
- Managing and organizing large volumes of data efficiently.
- Ensuring data integrity and performing regular data quality checks.
- Maintaining confidentiality and security of sensitive information.
- Collaborating with team members to streamline data entry processes.
- Resolving data discrepancies and addressing data-related issues promptly.
- Utilizing various data entry software and tools proficiently.
- Meeting tight deadlines while maintaining high accuracy levels.
- Updating and maintaining data records on a regular basis.
- Adhering to company policies and procedures for data entry and management.

**Data Entry Operator** June 2022-Jan 2023

Local Job-Lahore

- Conducting data research and gathering information from various sources.
- Data cleansing and data normalization to ensure consistency and accuracy.
- Creating and managing data entry templates and forms.
- Importing and exporting data between different systems.
- Identifying opportunities for process improvement and suggesting enhancements.
- Training new employees on data entry protocols and best practices.
- Collaborating with IT and data analysis teams to ensure seamless data flow.
- Handling data migration and data conversion projects.
- Utilizing data entry shortcuts and keyboard techniques to increase efficiency.
- Maintaining detailed documentation of data entry procedures and guidelines.

### CERTIFICATIONS

2016 Microsoft Office Specialist in Word  
2013 and PowerPoint 2013