

Muhammad Awais

Data Entry Operator

My expertise in data entry software and strong organizational skills streamline your data processes, enhancing overall productivity.



rogawais@gmail.com

Quetta, Pakistan

WORK EXPERIENCE

KPO/Data Entry Operator University of Balochistan

10/2020 - Present

Director General Student Affairs

Achievements/Tasks

- DG-Students Affairs Office Correspondence
- Convocation Online Forms Data

Manager GOGO PIZZA

01/2019 - 01/2020

OFFICE ASSISTANT BSEES

2015 - 2016

EDUCATION

Masters In Computer Sciences University of Balochistan

Quetta

Masters In International Relations University of Balochistan

Quetta

Bachelor of Arts University of Balochistan

Quetta

Higher Secondary Education BBISE

Quetta

Secondary Education BBISE

Quetta

SKILLS

Microsoft Office

Word Press Customization

Social Media Analyst

Web-Content Analyzing

Sony Vegas

Adobe After Effects

White Board Animation

Article Writing

Urdu Typing

SEO Optimized Content Writing

Adobe Photoshop

Video Editing

Poster Making

ACHIEVEMENTS

Microsoft Office Complete

Staff Welfare Organization

Type-Writing

Speed 40 W.P.M from Quest

CIT Diploma

Bee Creative Karachi

Short Hand Diploma

Balochistan Commerce College Quetta

LANGUAGES

Urdu ● ● ● ● ●

English ● ● ● ● ○

Pashto ● ● ○ ○ ○

Brahvi ● ○ ○ ○ ○

Balochi ● ○ ○ ○ ○

INTERESTS

Badminton

Cyber Information Gathering

Computer Gaming

E-Learning

Touring