



Muhammad Awais Tariq

Phone
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Date of Birth
21-07-1992

Address
Dubai, United Arab Emirates

OBJECTIVE

To contribute towards the growth and development of a dynamic organization through optimum utilization of my personal abilities, knowledge and experience attained during my studies and work.

SKILLS

Able to work under pressure and meet deadlines
Familiar how to work with a team
Creative and innovative
Can play a meaningful role in the development programs
Optimistic Nature
Strong Analytical Skills
Good in communication skills and able to speak English
Active Listening
Being able to understand and empathize with others

CONTACT

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in www.linkedin.com/in/muhammad-awais-tariq-327a56207

INTERESTS

Internet Surfing
Reading
Writing
Traveling
Photography
Music

LANGUAGE

- Urdu, Punjabi and English

ABOUT ME

I have Four Years of Experience of Data Entry Operator and Shift In-charge in Dubai, UAE. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

EXPERIENCE

JAN-2019 - FEB-2023

AI JADEED Bakery LLC, Dubai-UAE

Data Entry Operator & Shift In-charge

Data Entries in Oracle E-Business Suite

Managing the Staff in production department

Shuffling staff duties to avoid delay in production and deliveries

Take care and inspect for ongoing production

Managing timely deliveries

Update and manage staff attendance and overtime

To maintain data entry requirements by following data program techniques and procedures.

Scan and store les and records electronically to reduce paper les and secure data.

Analyze and process current data records to provide detailed reports.

Conduct quality checks to verify accuracy, integrity and completeness after entry.

Review database entries to verify regulatory compliance. Proofread and edit documents to correct errors.

Adjust settings for format, page layout and line spacing.

Compile data from source documents prior to data entry.

EDUCATION

2015

University of Sargodha

Bachelor's in Art's

(Political Science)

2013

Punjab Group of College's

Intermediate

(Computer Science)

2009

Unique Model Secondary School

Matric

(Computer Science)

COMPUTER SKILLS

Well versed in Oracle E-Business Suite, MS Power Point, MS Word and MS Excel

SHORT COURSES

6 Months Diploma in IT (Information Technology)

3 Months Diploma in Computer Hardware