



SARFARAZ ALAM

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Address: Abu Dhabi, UAE

PERSONAL DETAILS:

- Date of Birth : 20/03/1995
- Nationality : Pakistani
- Marital Status : Married
- Languages : English, Urdu
Balochi.

COMPUTER SKILLS:

- Microsoft Office

CAREER OBJECTIVE:

Willing to join a challenging job that helps to improve personal skills and achieve desired experience, resulting in fulfillment of responsibilities and utmost ambition as well.

I would like to be considered for a suitable vacancy in your that will best fit my skills.

PROFESSIONAL EXPERIENCE:

Data Entry Operator

- **SMBB Medical College & Hospital Lyari Karachi**
- **April 2019 – October 2023**
- Prepares, compiles, and sort documents for data entry
- Verifies and logs receipt of data. Transcribes source data into required electronic format.
- Transfers information from paper formats into computer files using keyboard, data recorders, or optical scanners.

Data Entry Operator

- **Kutiyana Memon Hospital Karachi Pakistan**
- **February 2018 – March 2019**
- Prepares, compiles, and sort documents for data entry
- Verifies and logs receipt of data. Transcribes source data into required electronic format.
- Transfers information from paper formats into computer files using keyboard, data recorders, or optical scanners.

KEY COMPETENCIES:

- Communication and Negotiation skills.
- Handling Customer Service issues
- Creates and presents regular performance reports for managers and executives

EDUCATION:

- Graduation (Business Administration)