



# Nayyer Manzoor

## Data Entry/IT Support

Highly motivated and detail-oriented professional with a Master's in Computer Science (MCS) from NUML Islamabad and one year of hands-on experience as a Data Entry/IT Support. Known for precision, efficiency, and a dedicated approach to data management. Seeking a position where I can apply my expertise in data entry while providing adept IT support to contribute effectively to the success of a dynamic organization.

## Contact

### Phone

+971527287996

### Email

nayyermanzoor5@gmail.com

### Address

Dubai, UAE

## Education

2019-2022

**MCS(2 years)**

NUML Islamabad, Pakistan

2017-2019

**BSC(2 years)**

University of AJ&K, Muzaffarabad

## Expertise

- MS Office
- Data Entry
- software tools
- Quick learner
- Backup
- Recovery Typing

## Language

English

Urdu

## Visa Status

Freelance Visa

## Experience

### 2023 - 2024(6 month)

Ajman UAE

#### Data Entry Operator

- Conducted regular data entry tasks with a focus on accuracy and efficiency, maintaining a high level of data integrity..
- Installed, configured, and maintained computer systems.
- Provided IT support to colleagues, addressing software and hardware issues to maintain seamless operations.
- Conducted quality checks for data accuracy and compliance with regulations.
- Improved data entry processes for efficiency and error reduction.

### 2021 - 2022(6 month)

Massive Dynamics Islamabad, Pakistan

#### Data Entry Operator

- Organized and maintained complex datasets, ensuring data integrity and accessibility for various teams.
- Conducted data validation and cross-referencing to identify and rectify errors, ensuring the quality of entered data.
- Implemented data backup and recovery procedures, safeguarding valuable information against loss or corruption.
- Maintained a high level of typing speed and accuracy while consistently meeting productivity targets.

### 2022-2022

Motif Creatives Rawalpindi, Pakistan

#### Data Entry and SEO

- Accurate and efficient data entry and verification.
- Data validation and error correction for data quality.
- Improved data entry processes for increased efficiency.
- Monitored website traffic and analyzed SEO performance. Implemented effective link-building strategies.
- Improved website visibility and search engine rankings. Conducted keyword research and analysis.

## Certification

### • MS Office(6 month)

Nicon Institue MZD, AJ&K

### • Technical Course

Erozgaar Punjab, Pakistan