



NAYEEM GULZAR (BCA, MBA)

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PERSONAL STATEMENT

A dedicated and goal focused Administrative and Data entry operator with years of experience and possessing the following skills.

Summary of skills:

- Strong experience of data entry (alpha and numeric).
- Excellent typing speed, accuracy, and data interpretation skills.
- Remarkable organizational, computer, and time management skills.
- Proficient in Microsoft Office products.
- Oral / written and coordination skills.
- Experienced to work as a team member.
- Highly trust worthy, dynamic, accurate, reliable and responsible.
- Enthusiastic to learn and enlarge work experience.

EMPLOYMENT HISTORY

PARAMOUNT SERVICES LLC
Doha, Qatar
NOV/2019 – APR/2020

Position: Administrative and Data Entry Assistant

Roles and Responsibilities:

- Handling daily heavy flow of paperwork and cooperated with the accounting department on invoicing.
- Entering numerical data into database in a timely and accurate manner.
- Organizing forms, made photocopies, filed records, and prepare correspondence and reports.
- Outlining the appropriate process and procedures necessary to fulfil and complete inquiries.
- Preparing and submitting weekly and monthly reports.

- Highly skills hand-on experience in responding to routine letters and emails.
- Proven ability to communicate general information in and accurate and customer-friendly way.

DESKTOP SOLUTIONS
Srinagar, India
JAN/2019 – OCT/2019

Position: Desktop Administrator

Roles and Responsibilities:

- Installing and maintaining computer systems and networks.
- Setting up computer workstations, including peripheral devices.
- Checking hardware for functionality.
- Installing and configuring software and its functions.
- Organizing and scheduling upgrades and maintenance so that others can continue working uninterrupted.
- Troubleshooting to diagnose and resolve computer problems.
- Maintaining records of repairs, fixes, and maintenance.
- Identifying equipment shortages and placing orders for more.
- Providing phone, chat, or in-person support.
- Setting up user accounts and profiles.

BIN SALMAH CO. PARTNERS
Riyadh, Saudi Arabia
FEB/2016 – OCT/2018

Position: Data Entry Clerk

Roles and Responsibilities:

- Maintains database by entering new and updated customer and account information.
- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry. Scan documents and print files, when needed.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Experience with MS office and data programs.
- Generate reports, store completed work in designated locations and perform backup operations.
- Respond to queries for information and access relevant files. Comply with data integrity and security policies. Keep information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Make sur the equipment and hardware required for the job is in a good working condition.

ACADEMIC QUALIFICATION:

- **MBA: Master Of Business Administration**
(Information Technology and Marketing)
Punjab Technical University (Punjab, India)
- **BCA: Bachelor Of Computer Applications**
University of Kashmir (Srinagar, India)
- **12th: General Science**
Board Of School Education (Srinagar, India)

SOFTWARE:

Microsoft Office Suite.

Customer Relationship Management (CRM) software.

Database software.

Word Processing Programs.

CORE SUBJECTS:

Computer Fundamentals and PC software.

Programming Languages (C, C++, Visual Basics).

Computational Techniques.

Operating systems.

Business Communications.

Database management system.

Data Communication and Computer Networks

SKILLS:

- Computer hardware knowledge.
- Computer software knowledge.
- Internet applications.
- Networks.
- Operating systems.
- Troubleshooting.
- Programming languages.
- Technical support.
- Software Installation

HOBBIES & INTERESTS:

- Reading
- Travelling
- Cooking
- Research

LANGUAGES KNOWN:

- English
- Arabic
- Urdu

PERSONAL DETAILS:

- Name : Nayeem Gulzar Wani
- Fathers Name : Mohd Gulzar Wani
- Address : Umarabad Shumnagh Kupwara Kashmir
- DOB : 01/03/1988
- Passport Num : J3554730
- Civil Status : Unmarried
- Country : India
- Current Add : Umm Ghuwailina, Doha Qatar

VISA STATUS:

2 years work visa with NOC.

Declaration:

I hereby declare the above-mentioned information is correct to the best of my knowledge and belief.

Nayeem Gulzar