



Ali Haider

Passport: FH6976281 **Date of birth:** 10/05/2006 **Place of birth:** Nankana sahib, Pakistan **Gender:** Male **Phone:**  (+92) 3044360567 (Mobile) **Email address:** raialihaiderkharal996@gmail.com  **Address:** Khanney p/o Chak no 10/63 Tehsil and District Nankana Sahib, 39120, Nankana Sahib, Pakistan, Pakistan (Home)

WORK EXPERIENCE

CJM Traders - Pakistan, Kamoke

Data Entry operator

[01/02/2024 - 01/02/2025]

- Accurately entered and updated data into company databases and spreadsheets.
- Maintained records of sales, purchases and inventory with high attention to detail.
- Verified data for completeness, accuracy and consistency before submission.
- Assisted in generating reports for management review and decision-making.
- Organized and maintained digital and physical records for easy retrieval.
- Collaborated with team members to streamline data entry processes and reduce errors.
- Ensured confidentiality of sensitive company and client information.
- Responded to internal queries regarding data and records efficiently.

EDUCATION & TRAINING

FSC Pre-Engineering

Pak Garrison Higher Secondary School and College Nankana Sahib [01/08/2020 - 10/09/2022]

City: Nankana Sahib | **Country:** Pakistan

Final grade: 76%

LANGUAGE SKILLS

Mother tongue(s): Urdu

English

LISTENING: B2 **READING:** B2 **WRITING:** B2

SPOKEN PRODUCTION: B2

SPOKEN INTERACTION: B2

SKILLS

Microsoft Powerpoint | Microsoft Word | Microsoft Office | Microsoft Excel | Team-work oriented | Organizational and planning skills | Good listener and communicator | Decision-making | Written and Verbal skills | Motivated | Critical thinking | Responsibility | Google Drive | Zoom | Creativity | Internet user | Analytical skills | Good time management | Flexibility | Teamwork | Strategic Planning | Reliability | Ability to Work Under Pressure | Problem-solving | Good Communication | positive thinking | Research and analytical skills | Good at being proactive and efficient in high stress situations | Excellent organizational planning and solving problems in short time | Excellent writing and verbal communication skills