

UMAR JUTT

About Me

I am a confident, organized, and friendly individual with hands-on experience in front desk management. I enjoy working with people, solving problems efficiently, and creating a welcoming environment for everyone.

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uj611366@gmail.com

Chibban Road, Gulistan Colony, Faisalabad

Language

- English
- Urdu
- Punjabi

Expertise

- Management Skills
- Creativity
- Negotiation
- Critical Thinking
- Leadership

Experience

Job Title: Data Entry Operator

Duration: [2023-2025]

Responsibilities:

Managed daily data entry tasks related to classes, attendance, and examination results.

Ensured accuracy and confidentiality of all academic data.

Handled digital files and updated student databases regularly.

Assisted administrative staff with record keeping and document organization.

Education

The Manchester Grammar School Fsd
Matric (C.S)

Govt. Municipal Graduate college Fsd
Intermediate (C.S)

Skills Summary

MS Office, Data Entry, Typing, Database Management, Document Formatting, File Management .