

MUHAMMAD SHAKEEL

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Address: Chawa Tehsil Bhera District Sargodha

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Objectives:

I'm seeking for a challenging environment to improve my technical skills so much confidence & potential.

I can use my skills for the success of the organization.

I want to succeed in challenging environment that will provide me with advance opportunities .

WORKING EXPERIENCE:

Top Notch Restaurant DHA Phase#8 Lahore

(Aug 2021- Feb 2024)

On Hand Experience/ Responsibilities

- Experienced Professional with 3+ years Data Entry.
- Data Entry and Management: Proficient in inputting, organizing, and managing large datasets, ensuring accuracy and consistency across multiple Excel work.
- In account auditing, I meticulously review financial records, transactions, and statements to ensure accuracy, compliance, and transparency.
- I work to maintain financial integrity and provide a clear, comprehensive view of an organization's financial health.
- Data Cleaning and Transformation: Skilled in using Excel's built-in tools (such as Text-to-Columns, Flash Fill, and Find & Replace) to clean, restructure, and standardize raw data.

- **Collaboration and Sharing:** Familiar with sharing Excel workbooks across teams, tracking changes, and using comments and annotations to facilitate collaborative work environments.
- **Data Protection and Security:** Knowledgeable in securing Excel files by setting up password protection, restricting access to specific sheets, and controlling user permissions.

Core Strength & Skills

- Self_Motivated
- Influencing
- Monitoring
- Coordination
- Efficient
- Team Work
- Problem Solving
- Attention to Detail
- Communications

ACADEMIC QUALIFICATIONS

Fsc Pre Engineering

Superior College Bhalwal (Sargodha)
(2019-2021)

Matriculation (Science)

Board of intermediate and secondary education Sargodha
(2017-2019)