

ABDUL HAFEEZ

CSR & DATA ENTRY OPERATOR

CONTACT

+92 3308586575

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F.b Area Karachi Pakistan

SKILLS

Data Analysis

I.T Specialist

Leadership

Canva Designer

Data Entry Operator

Social Media Marketer

Chat Support Representative

LANGUAGES

- English (Basic)
- Urdu (Fluent)

PROFILE

I'm Hafeez Khurram, a multi-skilled professional with expertise in Data Analysis, I.T Support, and Leadership. I also work as a Canva Designer, Data Entry Operator, Social Media Marketer, and Chat Support Representative. I'm passionate about tech, creativity, and continuous growth.

WORK EXPERIENCE

MAF Convertify

2022 - 2025

Data Entry Operator

- Fast and accurate typing skills with strong attention to detail
- Proficient in MS Excel, Google Sheets, and data management tools
- Experienced in organizing, cleaning, and maintaining large datasets
- Skilled in entering, verifying, and updating data with high accuracy
- Able to handle confidential information with complete integrity
- Familiar with database systems and cloud-based entry tools

MAF Convertify

2025 - 2029

Chat Support Representative

- Provided prompt and professional responses to customer queries via live chat
- Resolved issues efficiently while maintaining a friendly and helpful tone
- Handled multiple chats simultaneously, ensuring customer satisfaction and timely support

EDUCATION

Intermediate

2025

Premiere College Government