



# Rafiq uz Zaman

Expert

## PROFILE

I am experienced in data entry with a strong attention to detail and accuracy. I possess excellent typing skills and have a proven track record of efficiently inputting and organizing data. I am highly proficient in using data entry software and tools, ensuring confidentiality and data integrity. With my time management skills and ability to prioritize tasks, I consistently meet deadlines and handle high-volume workloads.

## CONTACT ME



+923449826127



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Islamabad

## EDUCATION

**Addul wali Khan university**

B.A graduate

D.I.T computer diploma

D.A.E civil engineer diploma

## COMPUTER SKILL

Content writer translate. English to Arabic

English to Italian.

english to Spanish

Photo Editing

Video Editing

Translation

Transcription

Data Entry

Ms office

corel draw

## Experience

I have 7 year experience in Photo Editing video Editing Translation Data Entry Transcription with National R c c company