



Touseef Hussain

Date of birth: 04/02/1998 | **Nationality:** Pakistani | **Phone number:**

(+971) 554115640 (Mobile) | **Email address:** tuseftarar@gmail.com | **LinkedIn:**

<http://www.linkedin.com/in/touseef-hussain-52b4b01a1> |

Whatsapp Messenger: +971553739001 |

Address: Dubai, United Arab Emirates, 00000, Dubai, United Arab Emirates (Home)

● WORK EXPERIENCE

31/10/2021 – 31/12/2022 Lahore, Pakistan

DATA ENTRY OPERATOR ZODASH PRIVATE LIMITED

Dedicated and detail-oriented data entry operator with 1 years of experience in accurately and efficiently inputting and managing data. Seeking a challenging position where I can utilize my strong typing skills, attention to detail, and proficiency in data entry software to contribute to the smooth operations and data integrity of an organization.

01/01/2023 – 25/08/2023 Wazirabad, Pakistan

DATA ENTRY SUPERVISOR DARSON INDUSTRY

Manage projects, troubleshoot, and communicate with the client.
Produce, reconcile, and review reports as requested by the client.
Establish employee goals and conduct employee performance reviews.
Process and submit payroll information for the department within the required time frame.
Responsible for training employees, planning, assigning, and directing work, appraising performance, addressing complaints and resolving problems.

● EDUCATION AND TRAINING

31/07/2014 – 14/07/2016 wazirabad, Pakistan

INTERMEDIATE MZA Khan degree college wazirabad

Address Wazirabad, punjab pakistan, 52000, wazirabad, Pakistan

01/02/2017 – 06/05/2017 wazirabad, Pakistan

MS OFFICE EXPERT TEVETA Centre Wazirabad

Address Wazirabad, punjab pakistan, 52000, wazirabad, Pakistan

11/09/2017 – 15/10/2021 Sargodha, Pakistan

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY University Of Sargodha

Address University Road Sargodha, Punjab, 40100, Sargodha, Pakistan | **Website** www.uos.com.pk

● LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	C1	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | Microsoft Word | Microsoft Excel | SQL Databases (MySQL, Oracle SQL, SQL Server) | Google (Google Drive, Google Docs, Google Slides, Google Sheets)

ADDITIONAL INFORMATION

MANAGEMENT AND LEADERSHIP SKILLS

Managing work

- Organization: Efficiently categorizes and maintains data organization.
- Attention to Detail: Meticulously ensures accuracy and identifies inconsistencies.
- Time Management: Prioritizes tasks and meets deadlines effectively.
- Problem Solving: Analyzes and resolves data-related challenges.
- Communication: Clear and concise communication for coordination and clarification.
- Adaptability: Quickly adjusts to changes in data formats and procedures.
- Confidentiality: Maintains strict data privacy and confidentiality.