Ghulam Ali Raza

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LinkedIn • Lalazar Colony Phase 1, Jhang, Punjab, PK

Data Entry Operator

Detail-oriented data entry operator with [02] years of proven expertise. Adept in precise and efficient data input, data quality assurance, and record management. Proficient in utilizing data management tools and software to consistently meet high standards of accuracy and productivity. Strong organizational and communication skills, with a focus on maintaining data security and confidentiality. Committed to process improvement and staying current with industry trends. Dedicated to optimizing data entry workflows to enhance operational efficiency and contribute to the organization's success.

Technical Proficiencies

Platforms:	Fiverr.com | Freelancer.com | UpWork.com
Tools:	MS Word | MS Excel | Clearbit | Snov.io | Apollo.io

Areas of Expertise

- Data Entry Expert
- LinkedIn Marketing
- Email Marketing

- Lead Generation
- Digital Marketing
- Digital Literacy

- Freelancing
- Off-Page SEO

Career Experience

Toor Girls College, Jhang   2021 – 2023
Data Entry Operator

- Diligent data entry professional with 02 years of proven expertise.
- Strong typing speed, consistently maintaining 40 + words per minute (WPM) with exceptional accuracy.

Digital Factory, Jhang   2023 – Present
E-Mail Marketer

- Results-driven email marketer with 01 year of expertise, known for crafting engaging and effective email campaigns that drive conversion rates and engagement.

Education

Bachelors of Science in Computer Science
Government College University, Faisalabad, 2023
CGPA: 3.54
Major Coursework: C-Language, Frontend Developer of Website.