

# ANUS MUSHTAQ

Data Entry | Data Scraper | Finance Analyst | HR Manager |  
IT Specialist | Web Designer | Graphic Designer

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## CONTACT ME!

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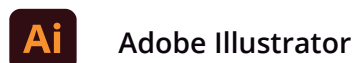
**SUMMARY:** Highly skilled and versatile professional with 16 years of experience in Data Entry, Data Scraping, and Finance, as well as 13 years of expertise in HR and IT. Additionally, possesses 3 years of proficiency in Web and Graphic Designing, creating visually captivating content.

Detail-oriented, reliable and committed to excellence across all disciplines. Adept at streamlining processes and delivering top-notch results in Data, Finance, HR, IT, and design.

## EDUCATION

<b>2010</b> Metric	<b>Ismail Allah Wala Boys Secondary School</b> Metric in Biology Science
<b>2013</b> Inter	<b>Govt. Islamia Arts &amp; Commerce College</b> Intermediate
<b>2015</b> B.Com	<b>Karachi University</b> Bachelor in Commerce
<b>2019-2020</b> Online Course	<b>Digi Skills</b> Graphic Designing Freelancing Digital Marketing

## EXPERTISE



## WORK EXPERIENCE

### 2007- Present

- Front Officer
- Assistant Accountant
- Purchase Officer
- Payroll Officer
- Hardware, Networking & Software Installation
- Typist
- Graphic Designer
- Kit(s) (Product) Costing Officer

### NIBD Lab & Ultrasound

- Software New Development Guidance & Testing
- Windows, Software & Networking Installation
- Social Media Handling (Facebook, Instagram, Twitter & LinkedIn)
- Kit(s) Purchasing, Handling & Recording
- Staff Record Maintenance
- Leave & Fund Monitoring
- Attendance Upload & Payroll
- Kit(s) Costing (Reagent & Overheads)
- Bookkeeping & Billing
- Stationery & Social Media Post Designing
- Reports Formatting

### 2012- 2022

- HR Officer & IT Officer
- Assistant Accountant
- Purchase Officer
- Payroll Officer
- Hardware, Networking & Software Installation
- Social Media Marketing Manager
- Graphic Designer
- Kit(s) (Product) Costing Officer

### Dr's.Shamsi & Ansari Diagnostics

- Software New Development Guidance & Testing
- Windows, Software & Networking Installation
- Social Media Handling (Facebook, Instagram, Twitter & LinkedIn)
- Kit(s) Purchasing, Handling & Recording
- Staff Record Maintenance
- Leave & Fund Monitoring
- Attendance Upload & Payroll
- Kit(s) Costing (Reagent & Overheads)
- Bookkeeping & Billing
- Stationery & Social Media Post Designing
- Reports Formatting

## SKILLS

MS Office (Excel, Word, PowerPoint, Outlook)

Adobe Illustrator (Logo Design, Vector Tracing, Stationary Design)

Adobe Photoshop (Photo Editing)

Inpage Urdu Typing

HTML | CSS | JS (Websites, PSD to HTML, HTML Signaure)

WordPress (E-Commerece Online Store, Blogging Sites)

### 2022- Present

- » Assistant Manager HR & Admin
- » IT Officer
- » Purchase Officer
- » Payroll Officer
- » Hardware, Networking & Software Installation
- » Social Media Marketing Manager
- » Graphic Designer
- » Kit(s) (Product) Costing Officer

### Diagnostic Plus

- Software New Development Guidance & Testing
- Windows, Software & Networking Installation
- Social Media Handling (Facebook, Instagram, Twitter & LinkedIn)
- Kit(s) Purchasing, Handling & Recording
- Staff Record Maintenance
- Leave & Fund Monitoring
- Attendance Upload & Payroll
- Kit(s) Costing (Reagent & Overheads)
- Bookkeeping & Billing
- Stationery & Social Media Post Designing
- Reports Formatting

### 2014- Present

- » Front End Developer
- » Graphic Designer
- » Social Media Marketing
- » Billing Officer

### LabCloud

- Software New Development Guidance & Testing
- Windows, Software & Networking Installation
- Social Media Handling (Facebook)
- Stationery & Social Media Post Designing
- Website & Software Front-end Designing & Development
- WordPress Websites Designing & Installations
- Billing
- Reports Formating

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