



# Junaid Javed

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**Gender:** Male **Date of birth:** 10/06/2002 **Nationality:** Pakistani

## ABOUT ME

Hey dear I am experencer specializing in Data Entry. My goal is to apply innovative research to solve problem and real-data enter challenges and create a meaningful impact in your company.

### What i do?

- Special in **Ms Excel** and **Ms Word**
- Manage your data and record
- Web Research & Data Collection
- Data Cleaning & Formatting
- Data Migration

## EDUCATION AND TRAINING

[2019-2021]

**Matric (Science Group)**  
3<sup>rd</sup> Division

[2021-2023]

**ICS (Computer Science Group)**  
3<sup>rd</sup> Division

[2024-2028]

**BBIT (Bachelor of Business & Information Technology)**  
Virtual University Multan, Pakistan

CGPA: 2.0/4.00 | Completed Semesters: 3 | **Continue**

## CERTIFICATE

[2024-2026]

I obtained a **NAVTTTC** Certificate in **2024**, my typing speed is 70 words per minute (WPM), and I have *3 years* of experience in this field.

## EXTRA SKILLS

### Graphic Design

- Canva Editing and design
- Thumbnail design
- Photo Editing
- PDF to Word/Excel Conversion

### Data Entry

- MS (Excel, Word and Powerpoint)
- CV maker
- Google Sheets handle
- MS Excel

### Technical Skills

- Frontend developer