

PERSONAL INFORMATION

Name: Hassan zaib

Address: Japan road near gagri islamabad

Phone: 03495191605

Email: chhassanzaib02@gmail.com

Nationality: Pakistani

Date of Birth: Your DOB

PROFESSIONAL SUMMARY

I am a hardworking and responsible individual with experience in data entry, English to Urdu translation, and online freelancing. I focus on delivering high-quality work on time and ensuring client satisfaction.

SKILLS

Data Entry

English to Urdu Translation

MS Word / MS Excel

Copy Paste Work

Internet Research

Fast & Accurate Typing

EXPERIENCE

Freelancer (Online Work)

Completed data entry and translation projects

Delivered work on time

Maintained accuracy and quality

EDUCATION

Matric / Intermediate (Write here)

School/College Name: ibadat international university

Year: ____2023____

LANGUAGES

Urdu (Fluent)

English (Basic/Intermediate)

REFERENCE

Available upon request