



MUHAMMAD WASEEM ASLAM

**EBOOK WRITER | CONTENT
CREATOR | DATA ENTRY
SPECIALIST**

Skills

- eBook Writing & Editing
- Content Creation & Strategy
- Data Entry & Database Management
- MS Office Suite (Word, Excel)
- Typing Speed & Accuracy
- Research & Information Compilation
- Time Management & Meeting Deadlines
- Quality Assurance & Proofreading

Professional Experience

**Data Entry Specialist & Content Creator
Freelance / Individual**

2010 – Present (Approx. 14 years)

- Entered large volumes of data accurately into various databases while maintaining data integrity.
- Created and edited eBooks, articles, and digital content for diverse clients.
- Maintained client records and ensured accuracy through quality checks.
- Managed projects independently ensuring timely delivery and client satisfaction.

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PROFESSIONAL SUMMARY

**DEDICATED PROFESSIONAL
SPECIALIZING IN EBOOK WRITING,
CONTENT CREATION, AND DATA ENTRY
WITH EXPERTISE IN DATABASE
MANAGEMENT. EXPERIENCED IN
DELIVERING HIGH-QUALITY WRITTEN
CONTENT ALONGSIDE ACCURATE AND
EFFICIENT DATA HANDLING
SERVICES. COMMITTED TO
PROVIDING RELIABLE, WELL-
ORGANIZED, AND TIMELY SOLUTIONS
TAILORED TO CLIENT NEEDS, WITH A
STRONG FOCUS ON ATTENTION TO
DETAIL AND EXCELLENCE.**

EDUCATION HISTORY



F.A. in Arts

**Government College Punjab,
Pakistan**

2008 – 2010

Matriculation (10th Standard)

**Government High School Punjab,
Pakistan**

2006 – 2008

ADDITIONAL INFORMATION



- **Strong communication skills**
- **Adaptable to various client requirements**



- **Proactive problem-solving approach**