

MUHAMMAD IDRIS

Al Ain, UAE
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PROFESSIONAL SUMMARY

Motivated and detail-oriented candidate seeking a position as Data Entry Operator or Office Assistant. Skilled in Google Sheets, data entry, record organization, data validation, email handling, and basic office support tasks. Quick learner with a strong work ethic and commitment to accuracy.

CORE SKILLS

- Data Entry
- Google Sheets
- Data Validation & Data Checking
- Record Management
- Copy & Paste Operations
- Email Handling
- Internet Browsing
- Document Filing
- Attention to Detail
- Time Management

EDUCATION

Matriculation (10th Pass)

PERSONAL DETAILS

Date of Birth: 26 June 1998
Nationality: Pakistani
Location: Al Ain, UAE

LANGUAGES

Urdu (Fluent)
English (Basic)