

Muhammad Islam

Professional Data Entry & Copy Paste Expert

Personal Information

Name: Muhammad Islam

Education: 14th to 16th Class (Graduation / Master's Level)

Medium of Study: Rafat Medium (Urdu Medium)

Experience: 2 Years of experience in Data Entry and Copy-Paste tasks.

Professional Summary

A dedicated and detail-oriented professional with 2 years of experience specializing in Data Entry, Copy-Paste operations, web research, and basic administrative tasks. Possesses strong accuracy, efficient typing skills, and the ability to manage tasks effectively within deadlines.

Core Skills & Expertise

- Data Entry & Data Processing
- Copy-Paste & Web Research
- MS Excel & MS Word
- File Management & Organization
- High Typing Accuracy & Speed