

M.HAROON RAOUF

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Professional Summary:

Highly capable and meticulous Data Entry Operator with an excellent record of accuracy and client satisfaction. Superb independent worker who also functions well as a data management team member. Strong ability to handle multiple alphanumeric data entry projects with the highest degree of timeliness and efficiency.

Personal Details:

| | |
|-----------------|---------------------------|
| Date of Birth | 14-10-1991 |
| Place of Birth | Attock-Pakistan |
| Marital Status | Single |
| Religion | Islam |
| Driving License | Valid Uae Driving License |

Passport Details:

| | |
|-------------------|------------|
| Passport Number | AQ9984332 |
| Issuing Authority | Pakistan |
| Date of Issue | 20-12-2012 |
| Date of Expiry | 19-12-2020 |
| Visa Status | Visit Visa |

Education:

High School

Young Readers School, Hassan Abdal

Core Qualifications:

- ✓ Strong experience with Internet usage Excel and Microsoft Word
- ✓ Excellent proficiency in alphanumeric and 10-key typing
- ✓ High skills in working independently and accurately
- ✓ Superior knowledge of Windows data field entry
- ✓ Exceptional skills in data review for inaccuracies and inconsistencies
- ✓ Outstanding skills in error message review and resolution
- ✓ Sound time management and organizational skills

Key Competencies:

- ✓ Planning and organizing
- ✓ Information collection and management
- ✓ Problem solving
- ✓ Attention to detail
- ✓ Decision making skills
- ✓ Communication skills
- ✓ Confidentiality

- ✓ Ability to work under pressure
- ✓ Thrive on working in a challenging environment.

Professional Experience:

Dec, 2017 - Dec, 2018

Medical Insurance Coordinator Sanaiya Clinic DIP, UAE

- ❖ Compiled, prioritized, and sorted, and processed customer orders into local database.
- ❖ Adjusted settings for format, page layout, line spacing, and other style requirements.
- ❖ Transmitted work electronically to other locations upon request.
- ❖ Researched further information for incomplete documents.
- ❖ Maintained a hard copy backup of all sensitive information.
- ❖ Performed other clerical duties such as answering telephone, sorting and distributing mail, running errands or sending faxes.
- ❖ Type correspondence, reports, text and other written material from rough drafts.
- ❖ Check source documents for accuracy, verifying when necessary.
- ❖ Follow all internal security procedures to assure accordance with the organization.
- ❖ Oversee 2 junior Data Entry Operators' daily input to ensure accuracy, maintaining a 99% error free record
- Maintain ongoing accounts of over 1000+ patients.

Data Entry Operator Global Net TPA in Dubai, UAE

June, 2013 – July, 2017

- ❖ prepared documents for data entry
- ❖ verified, updated and corrected source documents
- ❖ entered data into designated database and forms
- ❖ checked printouts and performed statistical checks for accuracy
- ❖ recorded all tasks and activities
- ❖ prepared and submitted reports
- ❖ routed data to appropriate staff
- ❖ researched and retrieved requested data
- ❖ performed daily control functions

Office Assistant Rawalpindi College of Commerce

January, 2012 – March, 2012

- ❖ Handling incoming calls and other communications.
- ❖ Managing filing system.
- ❖ Recording information as needed.
- ❖ Greeting clients and visitors as needed.
- ❖ Updating paperwork, maintaining documents and word processing.
- ❖ Helping organize and maintain office common areas.
- ❖ Performing general office clerk duties and errands.
- ❖ Organizing travel by booking accommodations and reservations needs as required.
- ❖ Coordinating events as necessary.
- ❖ Maintaining supply inventory.
- ❖ Maintaining office equipment as needed.
- ❖ Aiding with client reception as needed.
- ❖ Experience as a virtual assistant.
- ❖ Creating, maintaining, and entering information into databases.

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- ❖ Handle cash, credit or check transactions with customers
- ❖ Scan goods and collect payments
- ❖ Ensure pricing is correct
- ❖ Issue change, receipts, refunds, or tickets
- ❖ Redeem stamps and coupons
- ❖ Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- ❖ Make sales referrals, cross-sell products and introduce new ones
- ❖ Resolve customer complaints, guide them and provide relevant information
- ❖ Bag items carefully
- ❖ Greet customers when entering or leaving establishment
- ❖ Maintain clean and tidy checkout areas
- ❖ Keep reports of transactions
- ❖ Process returns and check to see if items are damaged
- ❖ Answer customers' questions and get a manager if answer doesn't solve the issue
- ❖ Bag, box or wrap packages
- ❖ Pleasantly deal with customers to ensure satisfaction