



Sami Ullah

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ABOUT ME

This is Sami ullah Graduate in BS Computer Science from University of Malakand Pakistan with 3 Years of Graphics Designing experience, 5 Years of Data Entry Experience. Seeking a Data Entry, Computer Receptionist role where I can utilize my skills to make a positive impact. I am Young Energetic 25 Years old. I am Single and searching for a Job in Europe Countries to get different experience and utilize my skills.
Thank you.

WORK EXPERIENCE

JATCOM EST. FOR GENERAL CONTRACTING – YANBU, Saudi Arabia

City: YANBU | Country: Saudi Arabia

Data entry clerk

[08/08/2024 – Current]

- Accurately enter and update large volumes of data into databases, spreadsheets, and company systems.
- Review and verify data for accuracy, completeness, and consistency.
- Identify and correct data entry errors or inconsistencies.
- Maintain an organized filing system for both digital and physical documents.
- Prepare, compile, and sort documents before data entry.
- Generate daily, weekly, or monthly reports as required.
- Perform regular backups to secure important data.
- Assist in developing data entry procedures for efficiency and accuracy.
- Ensure timely completion of data entry tasks to meet project deadlines.
- Communicate with other departments to resolve data-related queries.
- Maintain confidentiality of sensitive company and client information.
- Update and maintain records of inventory, sales, or employee information.
- Support administrative tasks such as scanning, printing, and document formatting

AL HADAS CONSTRATING EST SAUDI ARABIA RIYADH – Riyadh, Saudi Arabia

City: Riyadh | Country: Saudi Arabia

Data entry operator

[01/01/2024 – Current]

- Enter data into the Computer system for easy access.
- Making daily and monthly timesheets for labors.
- Making daily payment bills.
- Making workers Id.
- Enter data into the Computer system for easy access.
- Making daily and monthly timesheets for labors.
- Making Quotation

1 DESIGN – Riyadh, Saudi Arabia

City: Riyadh | Country: Saudi Arabia

Data entry operator

[01/03/2023]

Enter, update, and maintain accurate records across multiple platforms.
Perform data cleaning to remove errors, duplicates, and outdated information.
Convert raw data into structured formats for analysis and reporting.
Track and update status reports to monitor progress on assigned tasks.
Archive completed data in compliance with company policies.
Process source documents such as invoices, forms, and applications.
Assist in digitizing paper records into electronic formats.
Maintain data integrity by applying established validation rules.
Collaborate with team members to ensure smooth data flow between departments.
Provide quick and accurate retrieval of stored data upon request.
Monitor database performance and flag issues to IT support.
Handle high-volume data entry while maintaining speed and precision.

- Prepare summaries and charts from collected data for management use.

EDUCATION AND TRAINING

BS Computer

University of Malakand [02/04/2017 – 04/05/2021]

City: KPK | Country: Pakistan | Website: <https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.uom.edu.pk/&ved=2ahUKEwi29JDE5fmjAxVdQ6QEZHfCgoQFnoECBsQAQ&usg=AOvVaw3Iix6NjvtwISXEDM-3iorm> | Level in EQF: EQF level 1

FSC Computer Science

Gove Post Graduate College Khan Bajaur Pakaistan KPK. [01/05/2015 – 05/05/2017]

City: Bajaur | Country: Pakistan | Website: https://r.search.yahoo.com/_ylt=AwrEnS5bi2VnZAIAS3VXNyoA;_ylu=Y29sbwNiZjEEcG9zAzEEdnRpZAMEc2VjA3Ny/RV=2/RE=1735917660/RO=10/RU=https%3a%2f%2fwww.admission.hed.gkp.pk%2fcollege.php%3fcollege_id%3d303/RK=2/RS=Gqovz7Cpmr0fb.0c23IYWCyH24E- | Level in EQF: EQF level 1

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Arabic

LISTENING A2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

graphics designing / Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / Adobe (Photoshop, InDesign, Dreamweaver) / Corel Draw (Highly Proficient) / OCCUPATIONAL HEALTH AND SAFETY CERTIFICATE / DIT