

Ibrar Ahmad

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PROFILE

Detail-oriented Data Entry Operator with proven expertise at Quick_ADD, excelling in generating accurate invoices and maintaining meticulous records. Skilled in MS Excel and effective communication, I consistently enhance operational efficiency and compliance within high-pressure environments. Committed to leveraging teamwork and customer service to achieve organizational goals.

WORK EXPERIENCE

Quick_ADD An Advertising Company Construction & Interior

Mar 2025 - Present

Accounts & Data Entry Operator

Data entry like make Invoices, salary sheets or other of'ce Records. Completed data entry tasks with accuracy and efficiency. Generate accurate invoices based on purchase orders, contracts, or service agreements. Assign correct pricing, taxes, and discounts. Ensure proper formatting and legal compliance (e.g., tax numbers, company details). Using vlookup, Hlookup, pivot table and other Excel formulas . Operational work like dealing labour or clients or Marketing experience.

Land Record Patwari Assistant

Oct 2023 - Feb 2025

Data Entry Operator

Land record maintenance assist in the preparation, updating, and maintenance of land record including jamabandi, Khasra Girdawari and mutation register. Maintain digitize land records accuracy in the computer system. Draft and organize mutation reports, legal notices and 'eld reports of approval and record keeping in the computer system. Maintained files, records, and chronologies of entry activities

EDUCATION

BSCS In Computer Science

Aug 2019 - Dec 2023

University Of Okara

SKILLS

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| • Accounts | • MS Office (Word , Excel , PowerPoint) | • Invoices, Inventory, SalarySheets, Attendance Sheets |
| • Operational Or Marketing Skill | | |