



# MAHAM RANA

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## PROFESSIONAL SUMMARY

Precise, accurate, and highly efficient data entry professional accustomed to continuous repetition and observant in spotting errors. Support data integrity through validation, inspection, and regular reporting. Comfortable working with MS Office, Excel Spreadsheet, other tools, databases and expansive data sets. Skilled at completing daily assignments and contributing to team success. Always willing to take on any task. Adapts quickly to new needs and policies.

## SKILLS

- Data entry
- Document preparation
- Records storage
- Error detection
- File management
- Analytical tool management
- Communication Skill
- Data accuracy
- Excel Spreadsheet

## EXPERIENCE

Data Entry Specialist November 2020 - Current  
Mastrend UK | United Kingdom

- I have Worked as a data entry specialist for this company in UK as a responsible employee
- It is an E-commerce platform which gave me an experience with dealing in online platforms giving me an insight of how they work
- My work was mostly on Microsoft Excel therefore i have expertise in that as well
- I have great communication skills, Speech clarity and command on English.
- Working in a professional environment has made me more adaptable to a company's culture and made me able to prove myself as a decent and responsible employee.
- I always tend to focus on my job and fulfilling my responsibilities and duties on time. I am very punctual.

## EDUCATION

Higher Secondary  
Obaidullah College, Pakpattan, Pakistan

2016