

Sidra Ahmed

Objectives:

To work in a practical environment that promotes my professional growth and gives me an opportunity, where I can employ my technical and interpersonal skills acquired from my education with honesty and dedication, and most importantly to provide a helping hand to the organization to achieve its Objectives.

WORK EXPERIENCE:

- **Ebla Consultancy (QNB, QTEL, CID) Projects:**

Data Consultant (2013-2014)

- Receive and review documents and information to be entered.
- Review, enter, and verify data from a source material including personnel, financial and various records or reports.
- Determine causes of error message while entering data and make the necessary corrections.
- Entering customer and account data from source documents within time limits.
- Reporting in timely fashion, save completed work in designated locations and perform backup operations.
- Scanning documents and print files, when needed.

- **Aspetar Hospital:**

Data Entry Encoder and Scanning (2011-2012)

- Served as HR Document Controller. Document Handling of HR and medical files.
- Receive and audit documents and information to be entered.
- Transcribe, enter, and verify data from a source material including personnel, financial and other records or reports.
- Entering customer and account data from source documents within time limits.
- Generate reports, store completed work in designated locations and perform backup operations.
- Scan documents and print files, when needed.

QUALIFICATION:

- Secondary School Certificate from (Ideal Indian School Doha-Qatar).
- Higher Secondary Certificate Form (Karachi Pakistan).
- Basic Course (Aptech Qatar Computer Education Center) (Aptech Juniors).
- Family computer Center:
 - Learned using Oracle form Using of MS Access.
 - MS -Word, MS-Power Point, MS-Excel.

SKILLS:

- Word Processing, MS Word, Window 95/98, MS Excel (Aptech Computer Education center)
- Power Point, MS Access, Electronic Mail (E-Mail), Internet (Family Computer Center)
- Fast and Accurate English Typing
- Oracle 10g (Family Computer Center)
- Using of MS- Outlook as per my duties
- Filling Data base & Records
- Had Been Working on Project for Qatar National Bank

LANGUAGES:

- **English** - Speaking & Writing
- **Urdu** - Speaking & Writing
- **Hindi** - Speaking

PERSONAL INFORMATION:

Sponsor : Under Father.
Date of Birth : 29 Jan 1986, Doha Qatar.
Visa Status : Student.
Nationality : Pakistan.
Phone No : 0097444691163
Mobile No : 0097455217189
Hobbies : Photography, Movies

Personality Traits: Determined, Co-Operative and Hardworking Can Cope Well Under Work Pressure, Willing and Quick to Learn New Skill.