

Fatima Arbab

Data Entry Operator | Typist | MS Office Specialist | Video Editor

I am a skilled and dedicated Data Entry Operator / Typist / MS Office Specialist with 4 years of experience in video editing. Proficient in a variety of typing and data processing softwares such as MS Word, MS Excel, Inpage, ShotCut and many more.

EXPERIENCE

Business Development Manager/Video Editor PixMason | Sep 2025 ~ Present

Drive client acquisition and partnerships while producing high-quality video content to support company growth.

Computer Operator / Video Editor Hashmat Memorial School | Jun 2021 ~ Aug 2025

Managed accurate data entry and computer operations while creating and editing video content for school projects.

EDUCATION

Bachelor of Science in Social Work

LCW University, Lahore | 2025 ~ Present

Diploma in Computer Operator Essentials

Hashmat Memorial Computer

Beautician Course

Vocational Training Institute, Lahore

SKILLS & EXPERTISE

Typing & Office Tools

Microsoft Word,
Microsoft Excel,
Microsoft Powerpoint,
Inpage.

Video Editing Tools

Shotcut,
VN Player,
Capcut,
Microsoft Movie Maker.

Other Tools

Adobe photoshop,
Adobe Illustartor,
SweetHome 3D.

CONTACT INFO

Fatima Arbab

Data Entry Operator | Typist | MS
Office Specialist | Video Editor

Email:

fatimaarbab.work@gmail.com

Phone:

+92 345 4047625