

Babar Saleem
Virtual Assistant & Data Entry Specialist

Skills:

- Virtual Assistance (email, calendar, scheduling)
- Data Entry (Excel, Google Sheets, product feeds)
- Internet & Market Research
- Administrative Support

Education:

- BA with Mathematics at Govt Women Clg Sahiwal

Experience:

- **Freelance Virtual Assistant (Self-Start)** – Assisted with sample admin tasks, data entry, and research projects for practice.
- Created spreadsheets, checklists, and research tables to simulate real client work.
- Developed skills in following instructions, attention to detail, and timely completion of tasks.

Availability: Flexible for short-term and long-term tasks.

Hourly Rate: \$5–\$7/hour

Minimum Hiring Duration: Ongoing / Flexible