

Ravi
Data Entry Assistant / Virtual Assistant (Beginner)
India
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Phone: XXXXXXXXXX

Professional Summary

I am a beginner data entry assistant with a strong focus on accuracy, responsibility, and timely work delivery. I can support employers with data entry, copy paste tasks, Excel data handling, PDF to Word conversion, and online form filling. I carefully follow instructions and am committed to providing reliable and honest support for ongoing projects.

Skills

Data Entry
Copy Paste Work
Microsoft Excel (Basic)
PDF to Word Conversion
Online Form Filling
Web Research
Attention to Detail

Work Availability

Available for ongoing and long-term work
Flexible working hours
Ready to start immediately

Experience

Freelance Data Entry (Beginner)
Handling simple data entry and copy paste tasks
Maintaining accuracy and confidentiality
Following employer instructions carefully

Education

Basic computer knowledge
Self-trained in data entry and online work