

Ntsetselelo Ngobeni

Email: Ntsetsilifengobeni@gmail.com

Professional Title: Dedicated Data Entry & Document Management Specialist

Education: NQF Level 4

Professional Summary

I am a highly skilled and detail-oriented Dedicated Resource specializing in data entry, document management, PDF conversion, spreadsheet cleanup, administrative support, and digital organization. I provide accurate, reliable, and confidential services for businesses, agencies, and professionals. I manage both one-time projects and ongoing tasks, ensuring high-quality results delivered on time.

Core Skills

- Data Entry & Manual Input
- Copy & Paste Tasks
- File & Folder Organization
- Document Formatting & Data Entry Formatting
- PDF to Word & PDF to Excel Conversion
- PDF Editing & Cleanup
- Spreadsheet Cleanup & Formatting
- Data Collection & Data Cleaning
- Database Updating & Records Management
- Typing Tasks
- Scanning & Digitizing Documents

Professional Experience

Freelance Virtual Assistant & Data Specialist

- Provided data entry, copy & paste, and spreadsheet cleanup services for multiple clients
- Converted PDFs to Word/Excel and edited documents for professional use
- Organized folders and digital files for easy access and workflow efficiency
- Updated databases, cleaned data, and managed records for businesses and agencies
- Scanned, typed, and digitized documents ensuring accuracy and confidentiality

Education

NQF Level 4

Additional Attributes

- Highly detail-oriented and reliable
- Excellent time management and organizational skills
- Confidential handling of all client data
- Proficient in Excel, Word, Google Docs, Google Sheets, and PDF tools