

Abdul Qayoom - Professional Skills Profile

Introduction

I am Abdul Qayoom, a dedicated and hardworking individual with strong skills in data entry, copy typing, and document conversion. I am passionate about providing accurate and high-quality work to clients and always aim to meet deadlines with professionalism.

Data Entry Skills

I have strong experience in data entry tasks including typing data into spreadsheets, organizing information, and maintaining accuracy. I am comfortable using Microsoft Excel and can handle large amounts of data efficiently.

Copy Typing

I specialize in copy typing work, including converting handwritten notes and scanned documents into digital text. I maintain a high typing speed with excellent accuracy.

PDF to Word Conversion

I am skilled in converting PDF documents into editable Word files while keeping formatting clean and professional.

MS Word & Excel

I have good command of MS Word and Excel, including formatting, editing, tables, and document organization.

Work Ethics

I believe in honesty, dedication, and delivering quality work on time. Client satisfaction is always my top priority.

Availability

I am available for both short-term and long-term projects and ready to start work immediately.