

# TANISHA

## Data Entry & Admin Support Assistant

Reliable freelance assistant for accurate data entry, typing, document formatting, Excel/Google Sheets support, file organization, and basic administration tasks.



**Availability:** Freelance / Remote | **Communication:** Guru Messages | **Work Type:** Hourly or Fixed Price

## PROFESSIONAL SUMMARY

Detail-focused and reliable Data Entry and Admin Support Assistant with practical skills in copy typing, document formatting, Microsoft Word, Microsoft Excel, Google Docs, Google Sheets, Canva, file organization, and simple reports. Able to follow instructions carefully, communicate clearly, and deliver neat, accurate work on time.

## CORE SKILLS

|                  |                   |                       |
|------------------|-------------------|-----------------------|
| • Data Entry     | • Copy Typing     | • Document Formatting |
| • Microsoft Word | • Microsoft Excel | • Google Docs         |
| • Google Sheets  | • Canva           | • File Organization   |
| • Web Research   | • Admin Support   | • Time Management     |

## FREELANCE SERVICE EXPERIENCE

**Data Entry & Admin Support Assistant** | Freelance / Online Work | 2026 - Present

- Enter and organize information into Excel, Google Sheets, and simple tracking documents.
- Type and format documents so they are clear, neat, and easy for clients to use.
- Clean up rough notes, lists, and records into professional documents or spreadsheets.
- Support clients with file organization, simple reports, Canva designs, and basic admin tasks.
- Review work for accuracy before submission and communicate updates through Guru messages.

## SERVICES I CAN OFFER

| Service               | What I Can Help With  |
|-----------------------|---|
| Data Entry            | Accurate entry of names, figures, product lists, customer records, and other information. |
| Typing & Formatting   | Copy typing, Word document cleanup, spacing, headings, tables, and simple reports.        |
| Excel / Google Sheets | Basic spreadsheets, tables, lists, tracking sheets, and organized data layouts.           |
| Admin Support         | File organization, web research, simple summaries, and client support tasks.              |

## TOOLS

Microsoft Word • Microsoft Excel • Google Docs • Google Sheets • Canva • Guru Messages

## EDUCATION

Highest Education / Certificate: *Add your school, certificate, or training details here if required.*

## LANGUAGES

English • Tok Pisin

Prepared for freelance data entry, typing, document formatting, and admin support opportunities on Guru.