

# MULUGETA TAYE

Virtual Assistant | Data Entry Specialist | Administrative Support

## Professional Summary

Results-driven and detail-oriented Virtual Assistant with strong expertise in data entry, administrative support, and digital data management. Proven ability to handle high-volume data tasks with accuracy, speed, and confidentiality. Experienced in Microsoft Excel, Google Sheets, web research, data cleaning, and document formatting. Focused on improving workflow efficiency and delivering high-quality remote support services.

## Core Skills

Data Entry, Typing Speed & Accuracy, Microsoft Excel, Google Sheets, Data Cleaning, Data Processing, Web Research, Copy-Paste Operations, Document Formatting, Administrative Support, Email Management, File Organization, CRM Data Entry, Time Management, Attention to Detail

## Tools & Technologies

Microsoft Office (Word, Excel), Google Workspace (Docs, Sheets, Drive), PDF Handling Tools, Basic CRM Systems, Internet Research Tools

## Professional Experience

Remote Freelancer – Virtual Assistant (Entry Level)

- Performed data entry and spreadsheet management with high accuracy
- Conducted online research and organized data into structured formats
- Assisted with administrative tasks including file management and formatting
- Maintained data confidentiality and met deadlines consistently

## Education

High School Graduate / Ongoing Professional Skill Development  
Focused on Virtual Assistance, Data Entry, and Digital Productivity Skills

