

Mammad Ibadli  
Data Entry Specialist | Excel & Word Expert  
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Location: Azerbaijan

## SUMMARY

Highly motivated and detail-oriented Freelance Specialist with a strong focus on Data Entry, Microsoft Excel, and document management. Efficient at converting PDFs, scans, and handwritten documents into clean, organized digital formats. Committed to delivering 100% accurate work within strict deadlines.

## CORE SKILLS

- Data Entry & Processing
- Microsoft Excel (Data Cleaning, Sorting)
- Microsoft Word & Powerpoint
- Copy-Paste Operations
- Web Research & Data Collection
- PDF to Word/Excel Conversion

## EXPERIENCE

Freelance Data Entry Specialist | Self-Employed (2025 - Present)

- Successfully managed data entry projects, converting scanned documents and PDFs into structured Excel sheets.
- Cleaned and formatted raw data, removing duplicates and ensuring maximum accuracy.
- Performed web research to collect and organize business contacts for clients.

## EDUCATION

Military Academy / Cadet (2022 - Present)

## LANGUAGES

- Azerbaijani (Native)
- English (Professional working capacity)
- Turkish (Fluent)