

Sheetal

Freelancer Resume

Career Objective

Motivated and detail-oriented freelancer seeking opportunities in Data Entry, Virtual Assistance, Web Research, and Administrative Support. Eager to learn new skills and deliver high-quality work to clients.

Education

Bachelor of Computer Applications (BCA)
Kurukshetra University, Kurukshetra
2017 - 2020

Skills

Data Entry, Web Research, Virtual Assistance, Microsoft Word, Microsoft Excel, Google Sheets, Copy Typing, PDF Conversion, Basic HTML

Projects

Data Entry Sample Projects, Web Research Tasks, Basic HTML Practice Projects

Strengths

Quick Learner, Attention to Detail, Time Management, Good Communication, Hardworking

Languages

Hindi, English