

ABDULLAH BUTT

ACCOUNTS, INVOICING & DATA ENTRY SPECIALIST

Phone: +92 343 6334381 Email: abduallahbutta348@gmail.com Location: Faisalabad, Pakistan

LinkedIn: linkedin.com/in/abdullah-butt

PROFESSIONAL SUMMARY

Detail-oriented and highly organized Freelancer and Data Specialist with extensive experience managing accurate data entry, financial data processing, and document management. Proficient in handling high-volume billing verification, invoicing assistance, ledger maintenance, and spreadsheet optimization using Microsoft Excel and Google Sheets. Adept at maintaining 100% data integrity and confidentiality while working in fast-paced, remote operational environments. Strong communication skills combined with a dedication to streamlining administrative workflows and reporting pipelines.

CORE COMPETENCIES & SKILLS

Accounts & Billing Support

Invoicing Administration, Billing Management, Accounts Verification, Receipt & Expense Tracking, Data Reconciliation.

Technical Tools

Microsoft Excel (Advanced Formulas, VLOOKUP, Pivot Tables), Google Sheets, Data Entry Software, Remote Workflow Collaboration.

Data Management & Entry

High-Accuracy Data Entry, Copy-Paste Operations, PDF to Word/Excel Conversion, Web Research, Database Organization.

Professional Attributes

100% Accuracy Focus, Time Management, Confidentiality Maintenance, Task Prioritization, Remote Communication.

PROFESSIONAL EXPERIENCE

Data Entry & Virtual Assistance Specialist

Freelance / Remote Project Roles

October 2025 – Present

- Successfully managed and cross-verified thousands of data logs, ensuring flawless accuracy in invoice recording and spreadsheet tracking.
- Processed financial documentation, verified transaction inputs, and cleaned up disorganized client datasets using advanced Excel sorting and matching operations.
- Executed swift and accurate PDF-to-Excel and PDF-to-Word conversions for administrative, tracking, and billing summaries.
- Maintained consistent remote collaboration with clients globally, exceeding operational speed requirements while preserving full data privacy.

Digital Content Creator & Operations Lead

Independent Branding & Digital Marketing Projects

April 2026 – June 2026

- Structured back-end campaign tracking and structured numerical data parameters across multiple display marketing pipelines.
- Analyzed and recorded audience performance metrics, systematically auditing numerical growth and generating weekly analytical summaries.
- Managed multi-platform content scheduling and operational data documentation with exceptional attention to details.

Retail Sales & Front Desk Assistant

Retail Operations

Prior Professional Experience

- Handled localized billing records, cash reconciliations, and routine daily transactional bookkeeping accurately.
- Organized physical and digital customer logs, streamlined retail invoice processing, and assisted in stock ledger updates.

EDUCATION & CERTIFICATION

Skill Certification in Data Management & Spreadsheet Tools

Focus on Excel Data Entry, Processing, and Verification Pipelines