

SAMRA KHAN

Aspiring Data Entry & Virtual Assistant

Professional Summary

Motivated BS Computer Science student seeking entry-level freelance opportunities in Data Entry and Virtual Assistance. Skilled in Microsoft Excel, Word, Google Sheets, web research, PDF conversion, and document formatting. A quick learner with strong attention to detail and a commitment to delivering accurate, on-time work.

Education

Bachelor of Science in Computer Science (BSCS)
University of Management and Technology (UMT)

Core Skills

- Data Entry
- Microsoft Excel
- Microsoft Word
- Google Sheets
- Google Docs
- Web Research
- PDF to Word / Excel
- Copy-Paste Tasks
- Data Organization
- Internet Research
- Attention to Detail
- Time Management

Strengths

- Reliable and organized
- Fast learner
- Good communication
- Follows instructions carefully
- Committed to quality work

Languages

English
Urdu