

Rehana Malik

Copy & Paste Expert | Data Entry | Web Research

PROFESSIONAL SUMMARY

I am a reliable and detail-oriented Copy and Paste Expert with strong attention to accuracy. I can efficiently handle data entry, copy and paste tasks, web research, document formatting, and Excel/Google Sheets work. I focus on completing tasks accurately, quickly, and professionally while meeting deadlines.

KEY SKILLS

- Copy & Paste Tasks
- Data Entry
- Web Research
- Excel & Google Sheets
- Document Formatting
- Data Cleaning
- File & Document Management
- Accuracy & Attention to Detail

EXPERIENCE

Senior Graphic Designer — 2 Years Experience

Experienced in working accurately with digital files, documents, formatting, and online tasks. Strong focus on meeting deadlines and delivering organized, professional work.

SERVICES I CAN PROVIDE

- Copying and pasting information between documents or websites
- Data entry and data cleaning
- Web research and information collection
- Excel and Google Sheets data handling
- Document formatting and organization
- Converting and organizing digital information

WORK APPROACH

Accurate • Fast • Reliable • Detail-oriented • Professional • Deadline-focused