

PART-TIME CONTENT WRITER & DATA ENTRY SPECIALIST

Dedicated Resource Profile | Writing & Data Entry | 20 Hours / Week

ABOUT ME

I am a dedicated and detail-oriented Part-Time Content Writer and Data Entry Specialist with strong typing speed and research skills. I help businesses, students, and startups with high-quality, error-free writing and accurate data entry work. My focus is on 100% original content, on-time delivery, and affordable pricing. Currently available as a reliable evening dedicated resource.

SERVICES I OFFER

1. Writing Services:

- Article & Blog Writing (500-1500 words)
- SEO Friendly Content Writing
- Product Descriptions & Website Content
- Essay & Assignment Typing
- Malayalam to English Translation & Vice Versa
- Copywriting for Social Media

2. Data Entry Services:

- MS Excel Data Entry & Formatting
- Copy-Paste & Web Research
- PDF to Word / Excel Conversion
- Google Sheets Management
- Typing Work (English & Malayalam Manglish)
- E-commerce Product Listing

SKILLS & TOOLS

Writing:	Content Writing, Article Writing, Blog Writing, SEO Writing, Creative Writing
Data Entry:	MS Excel, Google Sheets, MS Word, PDF Conversion, Fast Typing
Typing Speed:	45-50 WPM in English, Accurate & Error-Free
Tools:	Google Docs, MS Office, Grammarly, Canva (for doc design)
Languages:	English, Malayalam, Hindi, Manglish
Strengths:	Plagiarism-Free, Grammar Checked, On-Time Delivery

AVAILABILITY - DEDICATED RESOURCE

Type:	Part-Time Dedicated Resource (Not Full-Time)
Hours:	3-4 Hours Daily (Evening 5 PM - 10 PM IST)

Weekly:	20 Hours / Week (Monday - Saturday)
Monthly Rate:	\$120 - \$180 for Data Entry / \$0.02 per word for Writing
Communication:	Daily Update via Guru.com Chat & Google Meet if needed
Delivery:	Same Day Delivery for Small Tasks

PORTFOLIO SAMPLES

- Sample Blog Article:** '5 Benefits of Daily Reading for Students' - 800 words SEO optimized article (Available in portfolio)
 - Data Entry Sample:** Created a sample Excel sheet with 100+ product data entry with proper formatting
 - Typing Sample:** PDF to Word conversion - 10 pages converted with 100% accuracy
- All samples are original concept work created for portfolio demonstration.

WHY HIRE ME?

- 100% Original & Plagiarism-Free Writing - Checked with Tools
- Fast & Accurate Typing - No Spelling Mistakes
- Affordable Student Pricing - Best for Small Budgets
- Daily Progress Updates & Revisions Available
- Honest, Reliable & Hardworking - Available Evening Time

Note: This profile is for Writing & Data Entry only. Contact only via Guru.com for safety. Part-time resource - 20 hours per week.