

MUHAMMAD SAAD

DATA ENTRY SPECIALIST | COPY PASTE | EXCEL & WEB RESEARCH

Fast, accurate and reliable freelance professional specializing in data entry, copy paste, typing, Excel/Google Sheets, web research, PDF conversion and data cleaning.

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Data Entry Specialist with practical experience in handling large amounts of information, organizing data, updating records and completing repetitive tasks accurately. I focus on attention to detail, clear communication, confidentiality and on-time delivery. I am comfortable working independently or as part of a team and can follow client instructions carefully.

CORE SERVICES & SKILLS

Data Entry	Copy Paste	Typing
Microsoft Excel	Google Sheets	Web Research
PDF to Word/Excel	Data Cleaning	Data Organization
Document Formatting	Online Data Collection	Administrative Support

PROFESSIONAL EXPERIENCE

Mindbridge (Pvt) Ltd	Customer/Data Support	1 Year
Foodpanda	Menu/Data Updates	4 Months
Temu Project	Data & Online Support	8 Months

WORK STRENGTHS

- High attention to detail and data accuracy
- Fast and organized workflow
- Professional communication and teamwork
- Ability to follow detailed instructions
- Reliable deadline management
- Confidential handling of client information

EDUCATION

Intermediate (F.A) — Pakistan
Matriculation — Pakistan

FREELANCE OBJECTIVE

To provide dependable Data Entry and Virtual Assistant support to clients while delivering accurate, organized and professional work within agreed deadlines.

References available upon request.