

MANSURAH ABDULAZEEZ

Data Entry Specialist

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PROFESSIONAL SUMMARY

Detail-oriented and motivated **Data Entry Specialist** with strong skills in entering, organizing, and managing information accurately. Able to work with Microsoft Excel, Google Sheets, Microsoft Word, and online data. Skilled in typing, data collection, copy and paste tasks, web research, and organizing information into clear and professional spreadsheets. Committed to delivering accurate work, meeting deadlines, and maintaining confidentiality. Ready to support clients with reliable and high-quality remote data entry services.

KEY SKILLS

- Data Entry • Microsoft Excel • Google Sheets • Microsoft Word
- Copy and Paste Tasks • Data Collection • Data Cleaning • Data Formatting
- Web Research • PDF to Excel/Word Conversion • Typing & Document Preparation
- Spreadsheet Management • File Organization • Attention to Detail
- Accuracy and Confidentiality • Time Management

SERVICES I CAN PROVIDE

- Entering data into Excel and Google Sheets
- Copying information from websites into spreadsheets
- Converting PDF files into Excel or Word
- Organizing and formatting spreadsheets
- Copy and paste data entry tasks
- Collecting information through web research
- Creating and maintaining data lists
- Cleaning and organizing existing data
- Typing documents accurately
- Basic administrative and virtual assistant support

TOOLS

Microsoft Excel • Google Sheets • Microsoft Word • Google Docs

EDUCATION

Education details available upon request.

LANGUAGES

English • Additional languages available upon request

AVAILABILITY

Available for remote freelance projects. Open to short-term and long-term data entry, spreadsheet management, web research, and administrative support projects.

CAREER OBJECTIVE

To provide clients with accurate, organized, and reliable data entry services while continuously developing my professional skills and building strong long-term working relationships with clients.