

HIRA GULL

Data Entry & Virtual Assistant

PROFILE SUMMARY

A detail-oriented Data Entry and Virtual Assistant skilled in web research, data collection, Excel, and copy-paste tasks. Focused on accuracy, fast delivery, and high-quality results. Committed to providing organized and structured data management solutions to help clients streamline their business processes.

SKILLS

Data Entry • Web Research • Microsoft Excel • Google Sheets • Copy Paste • Data Collection • Data Formatting • Web Scraping

EXPERIENCE

Freelance Data Entry Projects

- Completed multiple sample projects in data entry and web research with high accuracy and attention to detail.
- Created organized Excel sheets and Google Sheets with accurate and structured data for various administrative needs.
- Performed extensive web research to collect specific data points and business information from online sources.
- Ensured timely delivery of projects while maintaining data integrity and professional formatting standards.

TOOLS

Spreadsheets: Microsoft Excel, Google Sheets

Productivity: Microsoft Word, Microsoft PowerPoint

Research Tools: Google Search, LinkedIn, Online Directories

AVAILABILITY

Commitment: Full-time / Part-time

Shift: Flexible hours to accommodate different time zones