Kholidbinwalid

Email: bopong117@gmail.com

Position: Entry-Level Data Entry Specialist | Bilingual Typist (EN/ID)

# Profile Summary

Motivated and detail-oriented data entry specialist with strong typing skills, basic administrative knowledge, and bilingual capabilities in English and Indonesian. Able to handle various tasks such as typing, translation, transcription, and formatting documents with accuracy and efficiency.

# Skills

- Data Entry (Spreadsheet, Form, Document)
- Typing (40+ WPM)
- English ↔ Indonesian Translation
- Google Docs, MS Word, Excel
- Proofreading & Formatting
- Online Tools (Clickworker, UHRS, etc.)

# Experience

Freelancer (Remote) – Since 2024
Completed various tasks such as document transcription, form entry, and basic translation using tools like Google Translate. Active on platforms such as Clickworker, UHRS, and LaborX.

# Education

High School Graduate – 2022