

Rahmatullah

Data Entry Specialist | Typist | Virtual Assistant | English Proofreader

Location: Pakistan (Originally from Afghanistan)

Email: rahmatullahgawhari700@gmail.com

Availability: Full-time / Part-time

Hourly Rate: \$5-\$7

Professional Summary

Detail-oriented and reliable Data Entry Specialist with over 7 years of experience in administrative roles. Skilled in fast and accurate typing, digital record keeping, and virtual assistant services. Proven ability to deliver quality work under tight deadlines. Strong communication skills and fluent in English. Ready to support businesses and individuals worldwide with data management, documentation, and assistant tasks.

Core Skills

- Data Entry (Excel, Word, Google Sheets)
- Fast and Accurate Typing
- Virtual Assistant Tasks (email, scheduling, research)
- English Proofreading & Editing
- Administrative Support
- File Conversion (PDF to Word, Image to Text)
- Time Management & Confidentiality

Work Experience

Billing & Admin Clerk

Central Utility Store - Pakistan (2019 - 2023)

- Managed customer billing records for electricity, water, gas, and internet
- Performed accurate data entry and maintained digital files
- Assisted clients with billing inquiries and document preparation
- Ensured proper handling of payment records and administrative reports

Travel Agency Assistant

Private Travel Agency - Kabul, Afghanistan (2016 - 2019)

- Handled booking details and managed client data
- Typed invoices, travel documents, and official correspondence
- Communicated with clients and partners in English
- Maintained records in both digital and physical formats

Education

Bachelor of Business Administration (BBA)

Ibn Sina University - Kabul, Afghanistan

Graduated: 2017

Languages

- English: Fluent

References

Available upon request.