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## SOCIAL MEDIA MANAGEMENT

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## DATA ENTRY & TYPING

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## ONLINE ENTRY & TYPING

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### PROFESSIONAL SKILLS

### ONLINE SALES

### MICROSOFT OFFICE



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## MICROSOFT OFFICE POWER OFF

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# PORTFOL

## AS ESSENTIAL SKILLS

-  **Communication Skills**  
The ability to convey information effectively through various channels, including written and verbal communication.
-  **Social Media Management**  
The ability to create, manage, and analyze content on social media platforms to engage with an audience.
-  **Social Media Strategy**  
The ability to develop and implement a plan for social media marketing, including content creation and distribution.
-  **Customer Service**  
The ability to assist and support customers, resolve issues, and provide a positive user experience.
-  **DATA MANAGEMENT**  
The ability to collect, organize, and analyze data to inform business decisions and improve performance.
-  **Project Management**  
The ability to plan, execute, and monitor projects, ensuring they are completed on time and within budget.
-  **Team Collaboration**  
The ability to work effectively with others, share ideas, and contribute to a team's success.
-  **Problem Solving**  
The ability to identify and resolve issues, think critically, and find creative solutions to challenges.

## DATA ENTRY BY SOCIAL MEDIA & MANAGEMENT

### BTO MEDIA & TYPING



## DATA ENTRY

-  **Attention to Detail**  
The ability to carefully review and enter data, ensuring accuracy and consistency.
-  **Speed and Accuracy**  
The ability to enter data quickly and correctly, minimizing errors and maximizing productivity.
-  **Organization**  
The ability to manage and categorize data, ensuring it is easy to access and update.
-  **Communication**  
The ability to report on data entry progress and address any issues or questions.

## DATA ENTRY

-  **Accuracy**  
The ability to enter data correctly, ensuring the integrity of the information.
-  **Speed**  
The ability to enter data quickly, increasing efficiency and productivity.
-  **Organization**  
The ability to manage and categorize data, ensuring it is easy to access and update.
-  **Communication**  
The ability to report on data entry progress and address any issues or questions.