

Tehreem Awan – Professional Data Entry Operator

I am a **highly skilled and detail-oriented Data Entry Operator** with a strong background in handling large volumes of data with **accuracy and efficiency**. With experience in **data management, processing, and organization**, I ensure that all tasks are completed with precision and confidentiality. My goal is to provide **error-free, high-quality data entry services** that help businesses and individuals manage their information seamlessly.

Skills & Expertise

- ✓ **Fast and Accurate Typing** (60+ WPM)
- ✓ **Data Entry & Management** (Excel, Word, Google Sheets, Docs)
- ✓ **Data Cleaning & Formatting**
- ✓ **Web Research & Data Mining**
- ✓ **PDF/Image to Excel/Word Conversion**
- ✓ **Copy-Pasting & Manual Data Entry**
- ✓ **CRM Data Entry & Maintenance**
- ✓ **Database Management**

Why Choose Me?

- ✓ **100% Accuracy & Attention to Detail**
- ✓ **Timely Delivery & Efficient Work**
- ✓ **Confidentiality & Data Security**
- ✓ **Affordable & Custom Pricing for Large Projects**
- ✓ **Strong Communication & Client Satisfaction**

Work Experience

I have successfully completed various **data entry projects**, including **business records management, survey data processing, and online database updates**. My ability to **organize, analyze, and structure data efficiently** ensures that clients receive **high-quality, reliable work** every time.

Let's Work Together!

I am open to **short-term and long-term projects**. If you're looking for a **dedicated, fast, and professional data entry operator**, feel free to **contact me** today!

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