

Suresh - Freelance Virtual Assistant & Data Entry Specialist

Hello! I am Suresh, a motivated and detail-oriented freelancer from Sri Lanka. I specialize in Data Entry, Typing Work, and Virtual Assistant services. I am committed to providing accurate, fast, and reliable support for clients worldwide.

Sample Work Portfolio

1. Typing Project

Re-typed handwritten documents into Microsoft Word with 99% accuracy and proper formatting.

2. Data Entry - Excel Spreadsheet

Entered large volumes of customer data into organized Excel spreadsheets for easy access and analysis.

3. Virtual Assistant Services

Managed emails, scheduled appointments, and organized client files efficiently using cloud storage services.

Thank you for viewing my portfolio. Let's work together!