

# Ezike Chisom Mary

**Data Entry Specialist | HubSpot CRM | Excel & Google Sheets**

Agbara, Ogun State, Nigeria

Email: [ezikechisom294@gmail.com](mailto:ezikechisom294@gmail.com) | Phone number: +234 815 3575 3579

## About Me

I am a dependable and detail-oriented Data Entry Specialist who takes accuracy and organization seriously. I focus on accurate data entry, database cleanup, and customer record management using HubSpot CRM, Excel, and Google Sheets. With a background in Accountancy and real-world experience handling office and trade documentation, I understand how important clean and well-structured data is to everyday business operations.

I work carefully, double-check my entries, and respect deadlines. My goal is always to deliver work that employers can trust and use with confidence.

## Core Skills

- HubSpot CRM Data Management
- Web Research and Data Collection
- Enter data accurately into Excel, Google Sheets, and Word
- Clean and update existing records by correcting errors and duplicates
- Organize spreadsheets and files so information is easy to find
- Convert PDF or handwritten documents into editable digital formats
- Handle confidential information responsibly
- Manage tasks efficiently and meet deadlines

## Experience

### Data Entry Specialist

*Only God Is Wise Nigeria Limited / 2024 – Present*

I am responsible for accurately entering, updating, and maintaining export and shipment data using spreadsheets and office records. My work focuses on keeping information well-organized, error-free, and easy to access for reporting and operational use.

### Secretary (NYSC)

*Only God Is Wise Nigeria Limited / 2023*

I supported daily office activities by entering data, maintaining records, and organizing filing systems. My work helped improve how information was stored and accessed.

# **Sample Data Entry Work**

- Entered and maintained customer and shipment records with high accuracy
- Cleaned messy spreadsheets by fixing formatting issues and removing duplicates
- Converted handwritten notes and PDFs into clear Excel and Word files
- Organized digital folders for quick and easy access to information

## **Education**

### **Bachelor of Science (B.Sc.) in Accountancy**

Chukwuemeka Odumegwu Ojukwu University, Igbariam — 2022

## **Training & Certifications**

- Excel Skills for Business Simulations — Goldman Sachs (2024)
- Excel Basics for Data Analysis — IBM (2024)
- Introduction to Data Analysis Using Excel — IBM (2024)

## **Services**

- Data entry
- Data cleaning
- Document formatting
- Administrative & virtual support
- Online research

## **Availability**

Available for **remote, freelance, and contract data entry work**.  
Open to both short-term tasks and long-term working relationships.