

ABDUR RAHMAN ANSARI

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OBJECTIVE

Highly motivated and detail-oriented Data Entry & Typing Assistant seeking remote (work-from-home) opportunities. Strong typing accuracy, excellent communication, and hands-on experience with MS Word, Excel, and online tools.

KEY SKILLS

- Fast typing speed (35–45 WPM)
- High accuracy in data entry
- MS Word, Excel, Google Sheets
- PDF to Word conversion
- Copy-paste work
- Form filling
- Basic computer & internet skills
- Good communication skills
- Attention to detail

EXPERIENCE

Freelance Data Entry & Typing Work (2024 – Present)

- Completed multiple typing tasks
- Converted handwritten notes into Word/Excel formats
- Performed formatting, proofreading, and accuracy checks
- Assisted in Excel data sorting and cleaning projects

EDUCATION

B.A. (Semester 1) – M.M. College, Bhagalpur

Session: 2025–29

PROJECTS / TASKS DONE

- PDF → Word/Excel conversion
- Student data entry sheets
- Contact number database creation
- Copy typing from images/screenshots
- YouTube/Instagram content documentation

STRENGTHS

- Reliable & disciplined
- Quick learner
- Consistent accuracy
- Works well under deadlines

LANGUAGES

- Hindi (Fluent)
- English (Good)

AVAILABILITY

Ready for part-time / full-time remote work. Available immediately.

DECLARATION

I hereby declare that the above information is true and accurate.

— Abdur Rahman Ansari