

Portia Jessica Khoarai

Midrand · +27 69 540 3097 · portiajessica54@gmail.com

Hiring Manager
Director, Human Resources
Voli Agency
Remote

Dear Hiring Manager,

I am writing to express my strong interest in the Data Entry Assistant, as advertised on your careers page. I am excited about the opportunity to bring my excellent organizational and data management skills to your team. Having worked in various roles that require precision and attention to detail, I am confident that I would be a great fit for this role.

My interest in data entry stems from my love for organizing information and ensuring accuracy in all tasks. I have consistently applied these strengths as the store manager for Soundfusion Media, where I am responsible for maintaining inventory, entering product details into the system, and providing accurate reports on stock levels. This year, I am also developing an inventory management system and website for the company, further honing my data management skills. With my strong background in data entry and attention to detail, I am confident in my ability to oversee accurate data processing and maintain confidentiality in this remote position.

I have extensive experience using Microsoft Office and Google Workspace, as well as managing large datasets, which will allow me to meet the demands of the role efficiently. I am especially drawn to this position due to the flexibility it offers and my enthusiasm for working in a virtual, remote environment.

During my previous role as a Data Entry Assistant, I was responsible for verifying data, managing discrepancies, and ensuring timely data submission with a high degree of accuracy. I successfully maintained a consistent record of error-free data entries, and I believe these skills will allow me to contribute significantly to your team.

Thank you for considering my application. I look forward to the opportunity to further discuss how my experience and skills align with your needs.

Sincerely,
Portia Jessica Khoarai