



JOEL'S WORX FREELANCE

MULTI TASKS PROPOSAL

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Dear Client's

I hope this message finds you well.

I'm Lucky Joel, and I am a versatile and detail-oriented freelancer with a strong background in Graphics Design, Data Entry, and Virtual Assistance, where I use tools like Canva, Corel Draw, Microsoft Word, Excel, PowerPoint, Microsoft Access for tracking sales and Google Workspace, for carrying out my tasks. With a passion for delivering high-quality work and meeting deadlines, I bring a unique combination of creativity, organization, and technical efficiency to every task I take on.

What I Offer:

❖ Graphics Design

- Logo and brand identity creation
- Social media and marketing graphics
- Business cards, Flyers, and promotional materials
- Clean, modern, and visually engaging designs.

❖ Data Entry

- Fast and accurate typing skills
- Proficient in Microsoft Excel, Word and Google Workspace
- Data cleaning, formatting, and organization
- File conversion (PDF to Word/Excel, etc.)
- Presentation preparation, editing using Microsoft PowerPoint

❖ Virtual Assistant

- Email and Calendar management
- Online research and report preparation
- Task scheduling and follow-ups
- File organization and admin supports

Why Choose Me?

- Reliable and highly responsive
- Quick turnaround and deadline-conscious
- Professional communication
- Committed to quality and client satisfaction

I am confident in my ability to manage multiple tasks effectively and help streamline your workflow so you can focus on your bigger goals. Whether it's handling designs projects, maintaining accurate records, or managing day-to-day administrative tasks, I am here to support your business success.

Let's connect and discuss how I can contribute to your project.

Thank you for considering my proposal.

Best regards,

Lucky Joel

Freelancer | Graphics Designer | Data Entry Specialist | Virtual Assistant

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