AUWAL HARUNA ABDULLAHI

REMOTE DATA ENTRY SPECIALIST

Email: auwalharuna738@gmail.com | Telegram: @stuffnutt | linkedIn: https://www.linkedin.com/in/auwal-haruna-abdullahi

SUMMARY

Remote-focused Data Entry Specialist with strong proficiency in Microsoft Excel and Google Sheets, delivering fast, accurate, and confidential data operations. Experienced in managing large datasets, data cleaning, validation, formatting, and basic reporting. Proven ability to work independently across time zones, maintain data integrity, and meet tight deadlines with minimal supervision in fully remote environments.

TECHNICAL SKILLS

- Microsoft Excel (Advanced data manipulation & visualization)
- Google Sheets (Real-time collaboration, formulas)
- Cloud Tools & Online Dashboards
- Windows Operating System

PROFESSIONAL EXPERIENCE

Practical Data Entry & Spreadsheet Experience (Project-Based)
Self-Directed Practice using Public Datasets (Kaggle & Open Data Sources)
2022 – Present

- Practical Data Entry & Spreadsheet Experience (Project-Based): Hands-on experience using Microsoft Excel and Google Sheets to clean, validate, format, and organize real-world datasets from Kaggle and public data sources, ensuring accuracy, consistency, and readiness for reporting.
  https://megane17.github.io/lawal/

EDUCATION

Bachelor of Engineering (B.Eng) – Computer Engineering Nov 2022

Bayero University, Kano
- Certificate Awaiting

Senior Secondary School Certificate Examination (SSCE)   May 2014 - July 2016

Sani Bello Science College, Dawakin Kudu

Diploma in Information Technology   Dec 2016 - Oct @017

CORE SKILLS

- **Data Entry & Data Validation**
- **Microsoft Excel (Advanced)**
- **Google Sheets**
- **Data Cleaning & Formatting**
- **Spreadsheet Formulas (SUM, IF, VLOOKUP, COUNTIF)**
- **Data Sorting, Filtering & Reporting**
- **High-Speed Typing (100 WPM)**
- **Attention to Detail**
- **Time Management & Accuracy**