Shako Sharia  
Georgia, Caucasus  
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seeking a remote Data Entry Clerk position to apply my typing skills and attention to detail. Experienced in typing essays and managing school data with accuracy and efficiency.

* Typing speed: 57 words per minute with high accuracy
* Proficient in basic computer use and word processing
* Strong attention to detail and organizational skills
* Reliable and able to work independently
* Good communication skills
* Experience of 4 years
* Worked in company as data entry specialist (corrected words)

School Assignments and Projects  
*Self-directed* | Georgia

* Typed essays and reports for school assignments
* Managed and organized data for school projects
* Ensured accuracy and timely completion of tasks
* Comfortable working remotely and independently
* Eager to learn and improve data entry and computer skills