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|  | |  | **OHIA SAMUEL NWAUDO** |
| **VIRTUAL ASSISTANT**– Data Entry |
| **contact**  +234-706-531-6332  samuelohianwaudo@gmail.com  [www.samuelohia\_va.com](http://www.samuelohia_va.com)  **4 APRIL 2025**  Port Harcourt – Rivers State,  Nigeria. |  |  | **Dear Mr. Name,**  I am writing to submit my proposal to assist Safe Heaven with your data entry requirements. I understand that for a company like yours, maintaining accurate, efficient, and well-organized data is not just a task, but a critical foundation for informed decision-making and seamless operations. My aim is to ensure your data assets are always precise and readily available.  My skills and experience are perfectly aligned with the need for meticulous data management. I possess a typing speed of 70 words per minute, which ensures rapid and precise data input, significantly enhancing efficiency in your processes. I am highly proficient in both Microsoft Excel and Google Sheets, capable of managing complex spreadsheets, organizing vast amounts of information, and generating clear, actionable insights. Furthermore, my experience extends to various CRM software systems, allowing me to seamlessly integrate into your existing workflows and manage client or project data effectively. Above all, I bring a high attention to detail, which is paramount for maintaining data integrity and preventing costly errors that could impact your business operations. My commitment is to deliver clean, accurate, and reliable data that you can consistently trust.  **Investment**  My rate for these specialized services is $15 per hour. This investment provides you with not only my technical expertise but also a dedicated and reliable professional committed to delivering high-quality results that directly contribute to Safe Heaven's success.  I am confident that my skills and meticulous approach will be a valuable asset to your team. I would welcome the opportunity to discuss your specific data entry needs further and explore how I can contribute to enhancing your operational efficiency and data accuracy. Please feel free to suggest a convenient time for a brief call next week.  Thank you for your time and consideration.  Sincerely,  Ohia Samuel |