

Digital Freelancer:

Managing Freelancing Projects



Project: Working with a Mock Client



Part 1

Project Listing

Sample Project Listing :

Data Analyst

Seeking experienced Data Analyst to build dashboard for local insurance company.

Posted 1 week ago

Hourly: \$90.00 Based on experience.

Project Time: 1 year, 20 hours a week.

Project Description:

I have taken over a local car insurance company from my parents and have inherited hundreds of Excel spreadsheets with past and current customer information. I need help organizing this data and creating a dashboard to allow me to filter the data and create reports as needed. I would also need guidance on how to transfer the data to the tool of your choice. Looking forward to working together!



Part 2

Expression of Interest

Expression of Interest

Hello dear,

I have understand that your are seeking for experienced data analyst to help your organizing your company excel spreadsheets and building a dashboard to filter you data easily and create your wanted reports.

I am Ahmed from Egypt and I have one year of experience of working as a data analyst for a lot of clients from USA, Canada, Germany, Iran, India and France. I have solid foundations to work with different spreadsheets like Microsoft Excel, Python Programming Language, and a lot of data visualization tools like Tableau and Power BI .

I have work on many projects like your project so I have experience on collecting data from different sources, Organizing data, Transform data from spreadsheets to data visualization tool (e.g. Microsoft Excel to Power BI), and Build a dashboard to dynamically visualize your data so you can filter your data to create reports that help you in what ever you need.

So I am so exiting to help you fishing your hole project as you want (Organizing your spreadsheets and Building a very interesting dashboard that dynamically visualize your data). I will finish this project for one year using Excel and Power BI.

If you choose this proposal, I will finish your project as fast as possible without any delay because this project is very easy to me. And I will support you with an effective template for reports.

I am so exiting to work on this interesting project and I am waiting you to chat me with details of this project.

My Regales.

Ahmed Gelwan

+201xxxxxx

xxx, Egypt



Part 3

Project Management Process

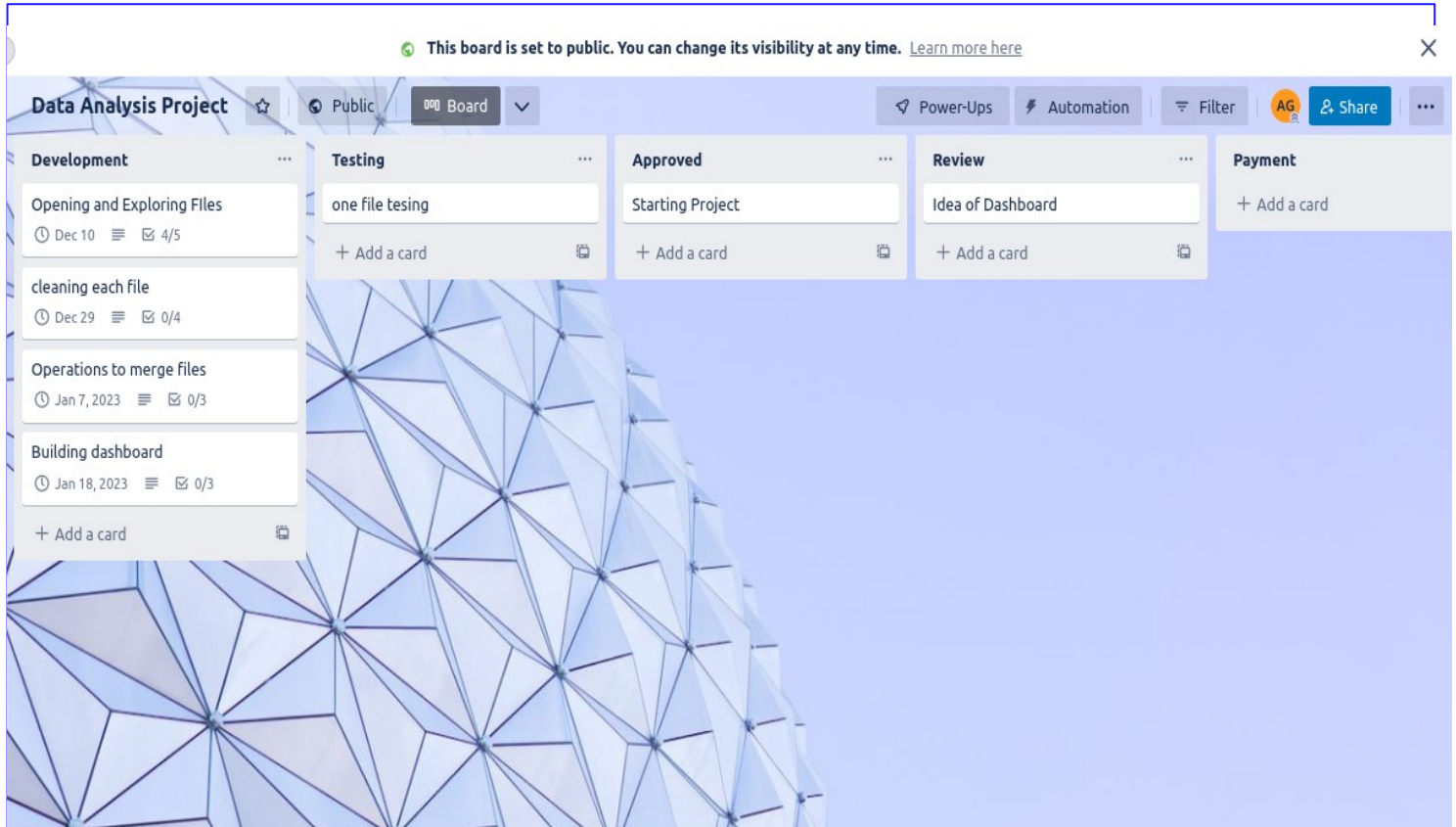
Trello Board

Please include the following information for your Trello board:

A link to your public Trello board should be provided here:

<https://trello.com/b/xbiekRO4/data-analysis-project>

Include a screenshot of the board below:





Part 4

Invoice and Payment Options

Recipient:

John Smith
New York, USA

Invoice #: 00102

Date issued: 18-11-2022

Date due: 18-01-2023

Services Rendered

Service	Description of Work Done	Hours Spent	Amount Per Hour	Total
Openning Files	Open each file to know what is for and if it can be combined with other file.	3	40\$	$3 * 40 = 120$$
cleaning each file	Clean each file and rename columns to be in convention way	[Amount of hours spent on service]	40\$	$12 * 40 = 480$$
Operations to merge files	Merge files to reduce number of files.	[Amount of hours spent on service]	40\$	400\$
Building bashboard	Build the required dashboard	[Amount of hours spent on service]	40\$	800\$

Total Payment Due: 120 + 480$ + 400$ + 800$ = 1800$$

Payment Options: Paypal

Paypal mail : me@gelwan.com