



# DUA KHURRAM

Data Management Specialist

## PROFILE

Freelance Data Entry Specialist with **5+ years of experience** in *data mining, Excel, Google Sheets, and data research*. Skilled in delivering accurate and timely solutions for business operations.

•**Freelance Expertise:** Worked on Fiverr, Upwork and Freelancer offering tailored data entry and research services to clients worldwide.

Teaching Experience: Provided academic support as a private tutoring assistant, managing and mentoring young students.

•**Agency Experience:** Delivered impactful video editing and social media campaigns at GM Blankets, enhancing brand visibility and engagement.

•**Content Writing Experience:** Completed an SEO content writing internship at LWE, creating optimized content to drive online traffic.

Committed to providing high-quality digital solutions with precision and creativity.

## PROFESSIONAL EXPERIENCE

### •Freelance Data Entry Specialist

Fiverr | 2023 – Present

### •Data Mining Assistant

Private Upwork Manager | 2022–Present

### •Teaching Assistant (Private Tutoring)

Private | 2020– 2022

### •Social Media Manager

GM Blankets | 2021 – Present

### •SEO Content Writing Intern

LWE | 2024

## CERTIFICATIONS

Social Media Marketing Certification (2025)

GM Blankets

Freelancing Certification (2024)

Learning with Earning

## REFERRAL

👤 Muhammad Awais

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👤 Fiverr- Top Rated

📠 awais47

## CONTACT

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- 📍 Lahore, Pakistan

## EDUCATION

### FAST NUCES

BS Computer Science  
2023–present

### Kinnaird College

Intermediate in Computer Science (ICS)  
2021–2023

### Crescent Model Higher Secondary School

Matriculation  
2019–2021

## EXPERTISE

Data Management  
(Data Entry,Mining )



Technical Skills  
(C++,CSS,Google Sheets)



Communication skills

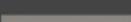


Leadership and Team Management



## LANGUAGE

Urdu



English

