



DUA KHURRAM

Data Management Specialist

CONTACT

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- duakhurram2212
- 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)



Communication skills



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



Leadership and Team
Management



LANGUAGE

Urdu

English

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.

PROFFESIONAL 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

• Fiverr- Top Rated

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