



Ministry of Information  
Technology & Telecom  
Government of Pakistan

**DigiSkills.pk**  
Sara Jahan Hamara

**Ignite**  
NATIONAL TECHNOLOGY FUND



**Hands-on Exercise No. 3 Solution**  
**DigiSkills 2.0 Batch-05**  
**Freelancing**

**Total Marks: 10**

### Solution

#### Tasks:

You are required to provide the given details relevant to your skillset/niche in a Microsoft Word file:

**1. Service Title (one liner)**

You will get efficient Excel data entry, PDF to Word and fast typing services.

**2. Representative Thumbnail Image illustrating the offered service.**



### **3. Service Description, including both the necessary requirements and the deliverables you will provide (minimum 150 words)**

Welcome to my data entry gig services! As a dedicated and experienced virtual assistant, I am ready to assist you with any of your data entry needs using MS Excel, MS Word, Google Spreadsheet, or Google doc.

I have expertise in a wide range of data entry services, including but not limited to:

- Data Entry (Any Type)
- Excel Data Entry
- Copy Paste Tasks
- Product Listing for Shopify and E-commerce websites
- CRM Data Entry
- Data Conversion (PDF to Excel/Word, JPEG to Excel/Word)
- Typing in Excel/Word
- Business Card Entry
- WordPress Data Entry
- Web Research and Web Scrapping
- Data Collection from LinkedIn/Instagram
- Data mining

I am committed to delivering quality work, which is accurate, efficient, and completed within your specified deadlines. With a focus on attention to detail and timely delivery, you can be assured of reliable and professional services.

I am always available to answer your questions and provide custom quotes for larger or ongoing projects. Let me help you take your data entry tasks to the next level so that you can focus on growing your business!

### **4. Relevant Tags**

Data entry  
Excel data entry  
Copy Paste  
Typing  
PDF to Word

### **5. Pricing Information**

\$10/Hour