

Business Portal Data Entry Report

This document outlines the data entry and formatting work completed across several business portals. The tasks involved collecting, organizing, and uploading company profiles, contact records, and key business data from verified sources into client-managed systems. Accuracy, formatting consistency, and on-time delivery were priorities.

Project Overview

- Client: Confidential Business Services Ltd.
- Duration: 3 weeks
- Total Entries Completed: 750+ company profiles
- Tools Used: Microsoft Excel, Google Sheets, Online Portals (CRM, Vendor Systems)
- Focus: Business registration info, contact details, services, industry codes, certifications

Sample Data Entry Table

Company Name	Industry	Contact Person	Phone Number	Email	Location
Brightwave Logistics Ltd.	Transportation	Alice Green	+44 7700 900001	alice@brightwave.co.uk	Manchester, UK
EcoPro Services	Environmental	Mark Foster	+44 7700 900002	mark@ecopro.org	Leeds, UK
FinCred Advisory	Finance	Lucy Patel	+44 7700 900003	lucy@fincred.co.uk	London, UK
TechNova Systems	Technology	Daniel Chow	+44 7700 900004	daniel@technova.ai	Bristol, UK
GreenHive Solutions	Agriculture	Nina Kaur	+44 7700 900005	nina@greenhive.net	Glasgow, UK

Formatting Standards Followed

- Phone numbers standardized to international UK format.
- Company names were title-cased and verified for official spelling.
- Emails and contact names were validated before entry.
- Uniform column structure used across all sheets.

Completion & Delivery

The completed dataset was submitted in both Excel and CSV formats, with proper filters and conditional formatting enabled to allow for easy navigation and updates. The project was delivered 2 days ahead of the deadline.