

# Professional Portfolio

## Overview

I provide reliable, high-quality digital services focused on helping individuals and businesses save time, improve presentation, and grow online. My work is clean, practical, and results-oriented.

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## Services & Sample Work



### Excel & Data Management

**What I Do:** - Data entry, cleaning, and formatting - Business trackers and reports - Formula-based automation

**Sample Projects:** - Monthly expense tracker with automated totals - Sales report dashboard with charts - Cleaned and organized raw data sheets

**Tools:** Microsoft Excel

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### Video Editing & Social Media Videos

**What I Do:** - Short-form videos for Reels, Shorts, TikTok - Smooth cuts, captions, and transitions - Engagement-focused edits

**Sample Projects:** - Instagram Reel with captions and zoom effects - YouTube Short optimized for retention - TikTok-style fast-paced edit

**Tools:** CapCut, Adobe Premiere Pro

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## Content Writing

**What I Do:** - Blog and article writing - Social media captions - Website and business content

**Sample Projects:** - 800-word SEO-friendly blog post - Instagram caption set for a brand - Simple and clear website content

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### Social Media Content Creation

**What I Do:** - Video + caption content - Platform-ready posts - Consistent visual style

**Sample Projects:** - 7-day social media content plan - Branded short-form video content

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## **CV / Resume Writing**

**What I Do:** - ATS-friendly CVs - Modern and clean layouts - Role-specific optimization

**Sample Projects:** - Professional resume for fresh graduate - ATS-optimized CV for job application

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## **Graphic Design**

**What I Do:** - Social media posts - Thumbnails and banners - Clean, modern designs

**Sample Projects:** - Instagram post design - YouTube thumbnail - Promotional banner

**Tools:** Canva

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## **Why Work With Me**

- Clear communication
  - On-time delivery
  - Detail-oriented work
  - Business-focused mindset
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## **Availability**

Open for short-term and long-term projects. Ready to start immediately.

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## **Contact**

Message me with your requirements and deadline. I'll take care of the rest.