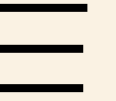


DATA ENTRY



# creative PORTFOLIO

BY ULIN NUR SAFITRI

OKTOBER 2025



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ABOUt ME

BACKGROUND EDUCAtION

WORK EXPERIENCE

CONtAct ME

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DUMMY PROJECT

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# *About Ulin Nur Safitri*

(Freelance Data Entry)

As an experienced freelance data entry specialist, I possess skills in entering, managing, and processing data with a high level of accuracy. With a background in administration and information technology, I am proficient in working with various software and applications, including Microsoft Excel, Google Sheets, and other database systems.

With fast typing speed and a keen eye for detail, I am able to complete tasks quickly without sacrificing quality. I understand the importance of data security and always maintain the confidentiality of the information I handle.



# How I Can Help You?

I will assist in organizing and managing your data **accurately**, helping streamline your workflow and support your business operations. With efficient data processing and structured reporting, I ensure your information is well-documented, easy to access, and ready to be used for better decision-making.

## Language

English

Indonesia



## Education

2017 - 2021

Muria Kudus University

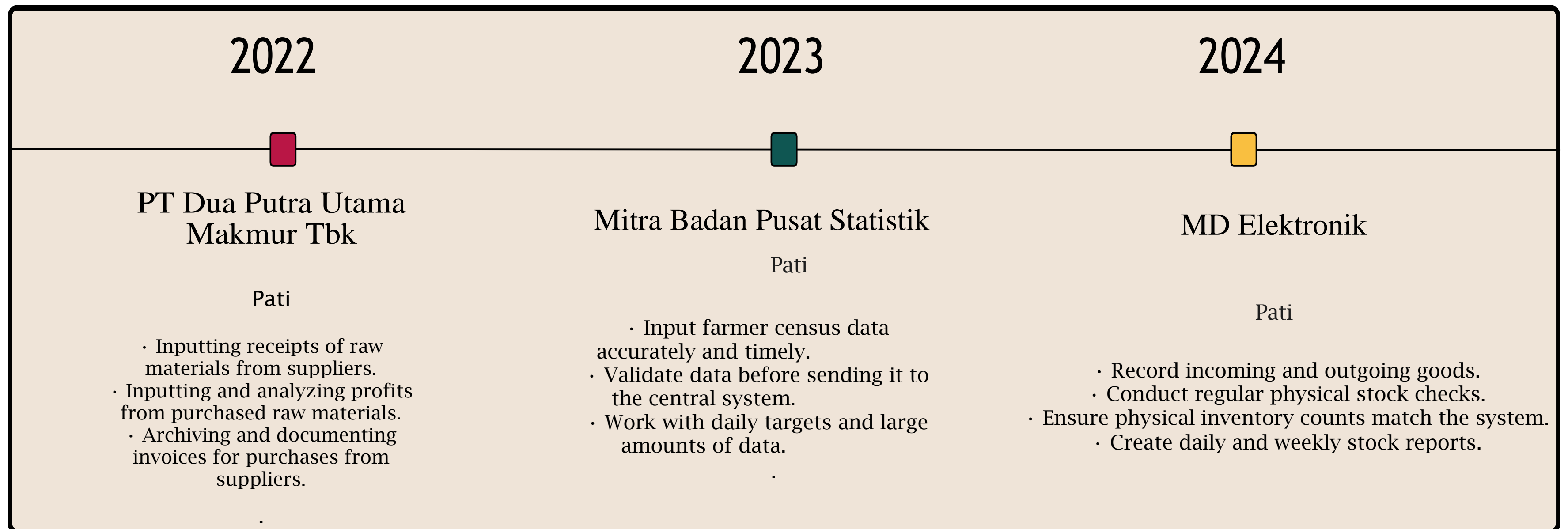
- Bachelor Degree of Agriculture with GPA of 3.61 /4.00

2014 - 2017

Jakenan Senior High School

- Science Major

# WORK Experience



# DATA ENTRY

(Dummy Project)

# Dummy Project 01

Extracting information from scanned jpg files  
and accurately transferring it into Excel for  
easier data management and analysis

SHIPPING DETAIL  
PERMINTAAN PENGELUARAN BARANG

Nama Pemohon : \_\_\_\_\_ Tanggal Permohonan : 9/1 - 24

No	Nama Barang	Jumlah	Harga/pcs	Total
	Kawat Perak	4	5.000	20.000
	Metil	1	5.000	5.000
	Filter	1	10.000	10.000
	Laker NKN 6201	1	8.500	8.500
	Seal Dab	10	7.000	70.000
				113.000

Mengetahui \_\_\_\_\_



	A	B	C	D	E	F	G	H
20			SHIPPING DETAIL					
21			PERMINTAAN PENGELUARAN BARANG					
22								
23			Nama Pemohon :			Tanggal Permohonan :		
24								
25		No	Nama Barang	Jumlah	Harga/pcs	Total		
26			Kawat perak	4	Rp 5,000	Rp 20,000		
27			Metil	1	Rp 5,000	Rp 5,000		
28			Filter	1	Rp 10,000	Rp 10,000		
29			Laker NKN 6201	1	Rp 8,500	Rp 8,500		
30			Seal Dab	10	Rp 7,000	Rp 70,000		
31								
32								
33								
34								
35						Rp 113,500		
36						Mengetahui		
37								
38								
39								
40								
41								

# Dummy Project 02

Make the bibliography below in table form!

## DAFTAR PUSTAKA

Kotler, Philip & Keller, Kevin L. (2016). *Marketing Management* (15th Edition). New Jersey: Pearson Education.

Sugiyono. (2019). *Metode Penelitian Kuantitatif, Kualitatif, dan R&D*. Bandung: Alfabeta.

Creswell, John W. (2014). *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches*. California: SAGE Publications.

Robbins, Stephen P. & Judge, Timothy A. (2017). *Organizational Behavior*. New Jersey: Pearson.

Kementerian Pendidikan dan Kebudayaan RI. (2021). *Panduan Penulisan Karya Ilmiah Siswa*. Jakarta: Kemendikbud RI.



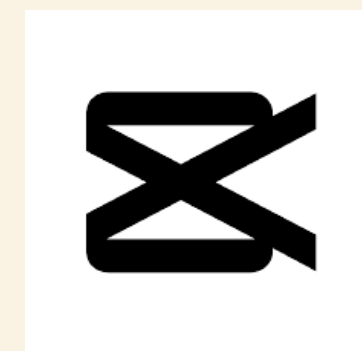
No	Nama	Tahun	Judul Buku	Penerbit	Kota Terbit
1	Kotler, Philip & Keller, Kevin L	2016	<i>Marketing Management</i> (15th Edition).	Pearson Education	New Jersey
2	Sugiyono.	2019	<i>Metode Penelitian Kuantitatif, Kualitatif, dan R&amp;D</i>	Alfabeta	Bandung
3	Creswell, John W	2014	<i>Research Design: Qualitative, Quantitative, and Mixed Methods Approaches</i>	SAGE Publications	California
4	Robbins, Stephen P. & Judge, Timothy A.	2017	<i>Organizational Behavior</i>	Pearson	New Jersey
5	Kementerian Pendidikan dan Kebudayaan RI	2021	<i>Panduan Penulisan Karya Ilmiah Siswa</i>	Kemendikbud	Jakarta





# Tools Used

To provide a clear example of my work, I built a small project for this data entry application using essential tools. It includes the following components:



LET'S WORK  
together!