

Tarun Mal

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Profile Summary

Dedicated and detail-oriented professional with over 7 years of experience as a Data Entry Operator. Skilled in MS Office and Google Sheets with the ability to type in both Punjabi and English at 30 WPM. Passionate about content creation with basic skills in handling social media platforms like Instagram and YouTube. Eager to explore flexible work-from-home opportunities.

Work Experience

Data Entry Operator

Freelance / Self-employed | 2017 - Present

- Entered and managed large volumes of data using MS Excel and Google Sheets.
- Typed letters and official documents using MS Word.
- Updated and maintained data in online portals with accuracy and attention to detail.
- Handled tasks in both English and Punjabi with high typing efficiency.

Skills

- MS Office (Excel, Word)
- Google Sheets
- Typing (Punjabi & English - 30 WPM)
- Social Media Handling (Instagram, YouTube)
- Data Management
- Online Form Filling

Education

Bachelor of Computer Applications (BCA)

Year of Completion: [Add year]