

Rajesh Sharma

Data Entry Professional

Chandigarh, India · 6:25pm local time

Data Entry Microsoft Excel Microsoft Word Typing Microsoft PowerPoint ✓

\$5.00 /hr

Place video

Overview

I have been expertise in MS Office operations and data entry works since 8 years.

- Good in research operations, Office Assistance and Email Assistance.
- Excellent in Typing Speed: 50 wpm with 95%.
- Expert in Chem Draw, Math Type, Coral draw , MS Excel, MS Word, Page-Maker, Power Point etc.
- I have Progressive positive attitude commitment towards hard work.

Profile Settings

View my profile as others see it

Availability
Available
As Needed - Open to Offers
response time ?

Profile Link
<https://www.upwork.com/>

Copy Link

Languages
English: Basic

Tests

Name	Score (out of 5)	Time to Complete	Display on profile
MS Excel Test	1.20 Failed	35 mins	Yes No
Microsoft PowerPoint 2010 Test	3.60 Top 30%	20 mins	Yes No
Knowledge of Microsoft Office Skills Test	2.50 Above Average	25 mins	Yes No
Knowledge of Microsoft Office Skills Test	1.10 Failed	25 mins	Yes No
English Spelling Test (U.S. Version)	3.40 Below Average	21 mins	Yes No