Rajesh Sharma
Data Entry Professional
$5.00 /hr
Chandigarh, India - 6:25pm local time

Data Entry   Microsoft Excel   Microsoft Word   Typing
Microsoft PowerPoint ✓

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

My profile Please check, What is the change give example