


My Profile



Rajesh Sharma \$5.00 /hr

Data Entry Professional
Chandigarh, India - 11:20pm local time

Data Entry Microsoft Excel Microsoft Word Typing
Microsoft PowerPoint more

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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Microsoft PowerPoint 2010 Test	3.60 Top 30%	20 mins	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Knowledge of Microsoft Office Skills Test	2.50 Above Average	25 mins	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Knowledge of Microsoft Office Skills Test	1.10 Failed	25 mins	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
English Spelling Test (U.S. Version)	3.40 Below Average	21 mins	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Employment History

DTP Operator | LAKSHYA FORUM FOR COMPETITION Pvt.Ltd
January 2015 - Present

Employment History

DTP Operator | LAKSHYA FORUM FOR COMPETITION Pvt.Ltd
January 2015 - Present

Education

Bachelor of Science (B.S.), CHANDIGARH | Punjab Technical University
2012 - 2015
Excel, MS word, POWERPOINT, CHEM DRAW, COREL DRAW
RDBMS, Computer Architecture, Network Security.

Other Experiences

No items to display.