

Name: CALEB DWUMFOUR
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Location: Koforidua, Eastern Region Ghana

Work Experience

Shs school | Koforidua Eastern Region Ghana
Data Entry & Typing Assistant (Remote)
Freelance Data Entry & Typing Assistant (Remote)
Entered and organized data using Microsoft Excel and Google Sheets.
Typed scanned and handwritten documents into editable digital formats.
Maintained 99% accuracy and met deadlines consistently.
Communicated with clients via email and chat platforms

Education

Koforidua Technical University | Koforidua Eastern Region Ghana
Computer science , Bachelor
Jan.2025 - Present
Undergraduate student

Skills

Data Entry
& Typing
Assistant
(Remote)
Languages
English

SUMMARY

Highly motivated and detail-oriented Data Entry and Typing Specialist with 3 years of experience in delivering accurate and timely work in remote settings. Skilled in managing spreadsheets, typing documents, and handling confidential information. Proficient in Microsoft Office, Google Workspace, and remote communication tools. Strong organizational and time management abilities.

