A data entry professional and virtual assistant. I have good knowledge of Ms-word, Ms-excel, Ms powerpoint, PDF conversion,Therefore this experiences can reflected on my works that you assign me. If you hire I can ensure that great quality work will be delivered on time.I have experience as an Administrative Assistant which equipped me to handle a data entry task. I have a good command of the English language for both reading and writing. I am very keen to detail and organized.Last not least I take of my work after sell also.