

Tab 1

Job Proposal

<https://www.upwork.com/jobs/~022003809237636119442>

Data Entry Specialist Needed for Excel Projects

Posted 12 minutes ago Worldwide

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Summary

We are seeking a detail-oriented Data Entry Specialist who is proficient in Excel to assist with data management tasks. The ideal candidate will have experience in data entry, data cleaning, and spreadsheet organization. You will work on entering and verifying data, ensuring accuracy and consistency across various datasets. If you have a keen eye for detail and can work efficiently with Excel, we want to hear from you!

Less than 30 hrs/week
Hourly

Less than 1 month
Duration

Intermediate
I am looking for a mix of experience and value

\$100 - \$500

Apply now

Save job

Flag as inappropriate

Required Connects to submit a proposal: 12

Available Connects: 6

About the client

Payment method verified

Phone number verified

★★★★★ 4.9
4.93 of 24 reviews

United States
Jersey City 5:58 PM

Skills and Expertise

Mandatory skills

Microsoft Excel Data Entry Accuracy Verification Administrative Support Google Docs

Job link

<https://www.upwork.com/jobs/>

[Copy link](#)

Activity on this job

Proposals: 5 to 10

Interviewing: 0

Invites sent: 0

Unanswered invites: 0

Upgrade your membership to see the bid range

Client's recent history (27)

[Admin Support & Contact List Management](#)

Nov 2025 - Dec 2025

Client's recent history (27)	
Admin Support & Contact List Management ★ ★ ★ ★ ★ 5.0 To freelancer: Mahreen.H. ★ ★ ★ ★ ★ 5.0	Nov 2025 - Dec 2025 Fixed-price
Research Specialist & Data Entry Assistant Needed ★ ★ ★ ★ ★ 5.0 To freelancer: Muhammad.A. ★ ★ ★ ★ ★ 5.0	Dec 2025 - Dec 2025 Fixed-price \$10.00
Research Specialist & Data Entry Assistant Needed ★ ★ ★ ★ ★ 5.0 To freelancer: Ikram.J. ★ ★ ★ ★ ★ 5.0	Dec 2025 - Dec 2025 Fixed-price \$10.00
Research Specialist & Data Entry Assistant Needed ★ ★ ★ ★ ★ 5.0 To freelancer: Fatima.G. ★ ★ ★ ★ ★ 5.0	Dec 2025 - Dec 2025 Fixed-price
Research Specialist & Data Entry Assistant Needed ★ ★ ★ ★ ★ 5.0	Dec 2025 - Dec 2025 Fixed-price

Cover Letter

Hi (Client)

Hope you are fine.

I understand you require clean, accurate spreadsheets with no errors. I can efficiently handle data management tasks using Excel. You will receive clean, accurate data from me.

I have strong experience using Excel spreadsheets for data entry, data management, sorting, filtering, and ensuring error-free results.

I will provide you with these services for your benefits.

I'd be happy to discuss this further—shall we schedule a quick meeting?

I am available 24/7 to start immediately. I would like to share your raw data as a test run so you can see my work.

My Portfolio.....

My Experience.....


Best Regards


Samia Atif

Tab 2

Job Proposal

Data Validation and Cleanup for Address Spreadsheet


Posted 5 minutes ago  Worldwide


 Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. [Create a specialized profile.](#)


Summary

I am looking for a detail-oriented freelancer to assist in validating and cleaning up a spreadsheet containing addresses. The ideal candidate will review the data for accuracy, remove duplicates, and ensure all entries follow the correct format. This task is crucial for maintaining the integrity of our database. If you have experience with data management and possess a keen eye for detail, I would love to hear from you.

The data originated in a pdf. We used ChatGPT to separate the data into columns. But it needs to be cleaned up as things like City, and State, are not in the right columns. The spreadsheet has 1200 lines.

 **Less than 30 hrs/week**
Hourly

 **Less than 1 month**
Duration

 **Intermediate**
I am looking for a mix of experience and value

Project Type: One-time project



Skills and Expertise

Mandatory skills

Microsoft Excel Data Entry Accuracy Verification Spreadsheet Software Data Scraping

Preferred qualifications


Activity on this job

Proposals:  10 to 15
Last viewed by client:  25 seconds ago
Interviewing: 0
Invites sent: 0
Unanswered invites: 0

Apply now



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Required Connects to submit a proposal: 13 

Available Connects: 6

About the client

 Payment method verified
 5.0
4.99 of 60 reviews

United States
Ephrata 12:16 PM

Ephrata 12:17 PM

99 jobs posted
100% hire rate, 1 open job

\$74K total spent
128 hires, 45 active

\$12.52 /hr avg hourly rate paid
4,769 hours

Media & Entertainment
Small company (2-9 people)

Member since Nov 1, 2018

Job link

<https://www.upwork.com/jobs/>

[Copy link](#)

Jobs in progress		^
Real Estate/Architectural Photo Retouching in Photoshop ★★★★★ 5.0 To freelancer: Soner.T No feedback given	Aug 2025 - Nov 2025 91 hrs @ \$15.00/hr Billed: \$1,442.12	
Real Estate/Architectural Photo Retouching in Photoshop ★★★★★ 5.0 To freelancer: Aarya.D ★★★★★ 5.0	Aug 2025 - Aug 2025 18 hrs @ \$15.00/hr Billed: \$267.98	
Male Voice Actor needed for Promotional Video ★★★★★ 5.0 To freelancer: Jermey.P No feedback given	Feb 2023 - Apr 2025 Fixed-price \$1,050.83	
Coloring Book Illustrations ★★★★★ 5.0 Another project was completed successfully. Great client to work with. I am very pleased to be working with Layne. It was a very positive experience. ... more To freelancer: Maruf.H No feedback given	Mar 2025 - Mar 2025 Fixed-price \$227.39	
Vector Trace Coloring Book Page ★★★★★ 5.0 Great client to work with. Thank you and I am looking forward to working on more projects	Feb 2024 - Jan 2025 Fixed-price \$300.00	

Cover Letter

Hi (Client)

Hope you are fine.

I understand you require clean, accurate spreadsheets with no errors. I can validate and clean up your address spreadsheets, ensuring the data is accurate, organized, and error-free.

I know that this task is crucial for maintaining the integrity of your database. With my experience in data management, sorting, filtering. I can ensure accurate and reliable results.

I'd be happy to discuss this further—shall we schedule a quick meeting?

I am available 24/7 to start immediately. I would like to share your raw data as a test run so you can see my work.

My Portfolio.....

My Experience.....

Best Regards

Samia Atif

