

CONTACT & PROFILES

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PHONE & WHATSAPP
+880 1883-826652

PERSONAL WEBSITE
shomshuddin.online

LINKEDIN
in/shamsu-uddin-802908190

FIVERR PROFILE
fiverr.com/s/jyejrBZ

UPWORK PROFILE
upwork.com/freelancers

PEOPLEPERHOUR
peopleperhour.com/samsu-uddin

HUBSTAFF TALENT
hubstafftalent.net/shamsu-uddin

CORE SKILLS

Data & Spreadsheets

MS Excel | Google Sheets | Data Cleaning | Data Formatting | PDF to Excel | CRM Entry | Copy-Paste | Fast Typing

Research & Leads

Web Research | B2B Lead Gen | Data Mining | Verification | Company Profiling

Web Development & AI

HTML & CSS | WordPress | Responsive Design | Site Maintenance | ChatGPT & AI

EDUCATION & TRAINING

Master Networking Engineering Program (MNEP)
New Horizons Learning Centers
Completed in 2020

Diploma-Level Background
Technical / Digital Foundation
Continuous Professional Training

Shomshuddin.

Data Entry Specialist | Web Researcher | Web Developer

PROFESSIONAL SUMMARY

Detail-oriented and dedicated digital freelancer specializing in **Data Entry, Web Research, Lead Generation, and Web Development**. Highly proficient in organizing complex raw records into structured Excel spreadsheets, conducting targeted online research, compiling verified B2B prospect directories, and building clean, responsive websites. Dedicated to 100% data accuracy, tight turnaround times, transparent communication, and high-quality results on freelance platforms and direct client collaborations.

PROFESSIONAL EXPERIENCE

Data Entry & Spreadsheet Specialist — Freelance / Remote

- Execute accurate data entry into Microsoft Excel, Google Sheets, and CRM management platforms.
- Extract, convert, and format multi-page records from PDFs, scanned images, and text documents into structured spreadsheets.
- Clean, deduplicate, and normalize large data sets to ensure consistency, correct formatting, and easy navigation.
- Apply spreadsheet formulas, filters, and standard columns for seamless business maintenance and reporting.

Web Researcher & Lead Generation Specialist — Freelance / Remote

- Perform targeted online research across industry directories, company portals, and public online sources.
- Build customized B2B lead generation lists including verified company names, titles, decision-makers, and contact info.
- Perform rigorous manual cross-checking and data validation to guarantee high bounce-free deliverability.
- Deliver clean, categorized research summaries ready for direct sales outreach and email campaigns.

Web Developer & Site Administrator — Freelance / Projects

- Design, build, and deploy modern, mobile-friendly websites with clean UI/UX and semantic structure.
- Configure WordPress websites, customize page themes, set up inquiry forms, and maintain layout consistency.
- Ensure cross-browser compatibility, responsive performance on mobile/tablet/desktop, and fast load speeds.

KEY DEMONSTRATED PROJECTS

WEB RESEARCH & LEAD GEN
B2B Lead Generation Sheet
Compiled targeted business lists with verified company details, decision-makers, and outreach contacts.

DATA PROCESSING
PDF to Excel Extraction
Extracted tabular data from multi-page PDF documents into clean, structured, and filterable spreadsheets.

SPREADSHEET SOLUTIONS
Excel Data Cleaning & Formatting
Standardized inconsistent raw data, eliminated duplicates, and structured readable summary tables.

WEB DEVELOPMENT
Portfolio: shomshuddin.online
Developed and launched a high-performance modern portfolio featuring inquiries, responsive layouts, and clean branding.

WORK PRINCIPLES & COMMITMENTS

✓ 100% Data Accuracy | ✓ Strict Confidentiality | ✓ On-Time Delivery | ✓ Clear Communication