My Portfolio

CHIZARAM RUTH

Data Entry Expert

About Me

I am Ruth, A friendly,communicative and detail loving Data Entry Specialist. I help small business, entrepreneurs and healthcare professionals organized their data accurately and up- to data so they can focus and work smarter.

With fast Typing Speed, Excellent Knowledge of Spreadsheets, Transcription and Patient Records. I make sure every task is done with accuracy,speed and a calm mind.

I believe in delivering work that brings peace of mind and that's exactly what I aim to deliver to every client I work with

Hire Me

Education

2016-2022

Abia State College of Health Sciences and Technology

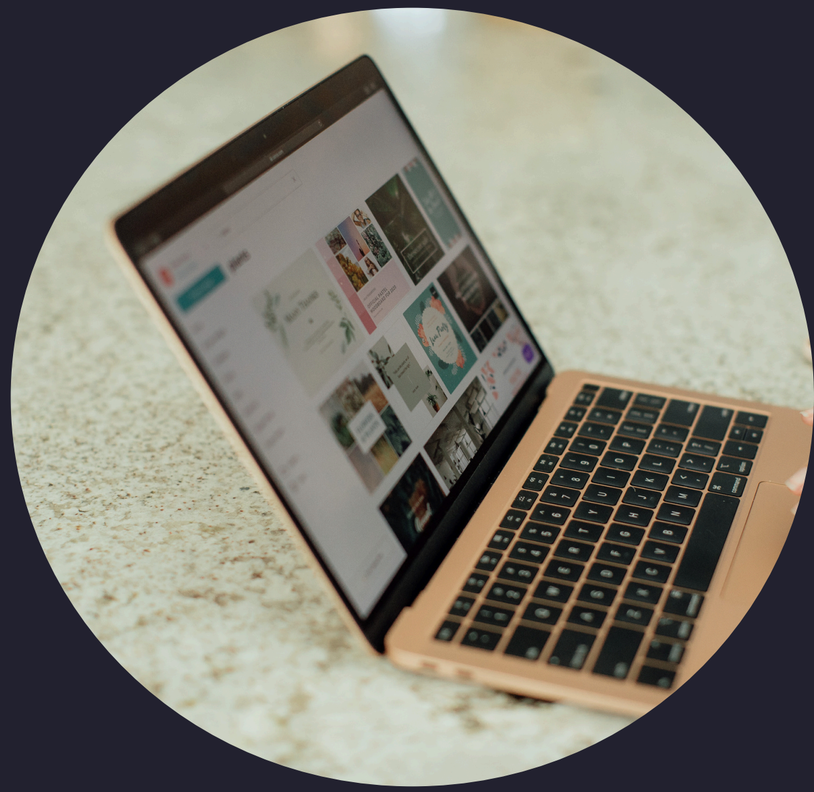
Trained and Certified as a Community Health Officer

Completed Online Trainings in Medical Transcription,EMR/ EHR Data Entry, Virtual Assistant and Medical Billing and Coding .

Always Learning and willing to undergo any trainings in order to upgrade my Skills to serve better .

Skills

- Microsoft Excel
- Google Sheets
- EMR/EHR Data Entry
- PDF to Word
- Data Cleaning
- Medical Transcription



Experiences

January 2025 – Present

Freelance Data Entry Expert

- Organized Invoices, Emails, updated Spreadsheet and handled form Filling for Small business owners.

August 2024–December 2024

Freelance Medical Virtual Assistant

- Helped private Clinics manage patient data, email and EMR entries all from my home Office

January 2024 –July 2024

Transcription Assistant (Intern)

Tanscription audios files quickly and accurately for Training material and Client files

Testimonials

Uzoma Dick, Small business Owner

Ruth took a huge load off my shoulders
She worked fast,asked the right questions
and delivered exactly what I needed

Success Chidimma,Healthcare Practitioner

I Love working with her,
She is professional, reliable and always on point.

Why Hire Me as your Data Entry Specialist

BECAUSE, I DON'T JUST INPUT DATA , I SOLVE PROBLEMS

I Totally understand how messy data can slow down your business
and reduce efficiency and increase errors
I bring Clarity , Speed,and Structure to your backend systems.
I care about your work andI treat your project like it is mine
MY GOAL?
To save you stress,help you stay organized and deliver results to make you say
WOW THAT WAS EASY

- RELIABLE
- FAST AND ACCURATE
- COMMUNICATE WELL
- EASY TO WORK WITH
- ATTENTION TO DETAILS
- AFFORDABKE FOR SMALL BUDGETS

Contact Me

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