

## SHERIZ PORTFOLIO

As outsourcing is becoming ubiquitous in human resources, finance and accounting, health care, research and analysis, the entire quality is initiated towards retaining a strong customer satisfaction and longevity. I view quality as beyond delivering error free services; I view my processes and methodologies as an inherent feature enabling me to exceed customer expectations. Quality is a way of life in covering all processes, interactions and deliverables.

Sheriz is a well-known Data Entry and Web research Specialist, a multi-skilled Professional having expertise in Offshore Data Entry, Data Processing and Research area.

## DATA ENTRY SERVICES

The Data Entry Division offers most comprehensive range of high quality and low cost data entry services ideally suited to high volume data-entry applications.

I can manage all your data entry needs and can even advise you on how to keep costs low with maximum accuracy. I have successfully accomplished and continuously working on various data entry projects for clients from different organizations industries, financial firms around the region.



DATA ENTRY

# SHERYLIN PORTFOLIO

## DATA ENTRY SERVICES

I offer the following Data Entry Services:

- Online/Offline Data Entry
- Forms Processing
- Transcription Services
- Insurance Claims Entry
- Payroll and Accounting
- Project Management

## DATA CONVERSION SERVICES

- Document conversion
- XML conversion
- HTML conversion
- Book conversion
- PDF conversion

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## DATA PROCESSING SERVICES

### DATA PROCESSING



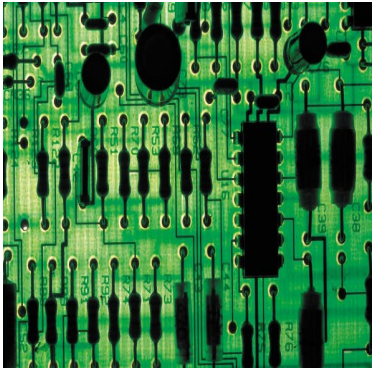
In this tight competitive market, Data Processing requirements enable global businesses in maintaining uptime and competitive effectiveness. Assisting a wide variety of industries and clients ranging from professionals to retailers, manufacturers to service providers, I help them to tackle their Data Processing challenges such as summarizing information into intelligent formats, generating important summary statistics on data, and creating powerfully illustrated tables.

Under Data Processing service, I can do the following tasks:

- Structure
- Restructure
- Formatting
- Modify/Update
- Indexing
- Build up data management tools to sort, track and retrieve data

### SUMMARY

### DATA PROCESSING



I,

- Create a nurturing environment enabling individual and organizational growth.
- Maintain a work culture that is fair, transparent, open and ethical.
- Provide clients and partners with excellent quality services, cost effectively.
- Create value and wealth for all our stakeholders.

Data is one of the most important parts of any company/individual. Its appropriate management is very essential in order to keep the business running smoothly and effortlessly. Availing the benefits of my Data Entry Services can make a lot of difference in the performance standards of your business, whether small or big. It allows you to increase the rhythm of your business activities in a rapid pace, save time, save money and gives you many other competitive advantages

### ADVANTAGES OF OUTSOURCING DATA ENTRY

- Reduces infrastructure cost
- It allows you to concentrate on your core business.
- Structured quality control processes for high standards of quality
- Better distribution of resources.
- Save time, money with trained workforce.
- Ease your administrative burden

