

# ■ Project 1: Data Entry and Processing

**Title:** Organizing and entering customer data

**Description:**

A client asked me to organize scattered customer information from multiple Word and PDF documents. I consolidated all the data into a structured Excel file (name, contact, address, status). I added filters and checked for consistency (no duplicates, uniform formatting). I delivered a clear and easy-to-use table for client tracking.

**Result:**

- Organized and reliable customer database
- Reduced search time for the client
- Professional and easy-to-use file