



## *Professional IT and Outsourcing Training in Bangladesh*

### **Course Name: Web Research and Data Entry**

This course is for those learner who want to build their career based on outsourcing/freelancing platform and as a professional Data Entry Expert in data entry working environment. Web Research and Data Entry is the best practice for the beginner in outsourcing career because there are so many job posting in different outsourcing media such as upwork, elance, freelancer, fiverr etc globally. Also client are frequently hiring new profile from this environment. That's why we suggest Web Research and Data Entry for the new comers in outsourcing environment.

### **Course Content of Web Research and Data Entry**

#### **Web Research and Data Entry Training Content:**

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- ❖ Web Research
- ❖ Data Analysis
- ❖ Email Collections
- ❖ Data Mining
- ❖ Virtual Assistance
- ❖ Data Entry Administrative
- ❖ Data collections
- ❖ Website Data Entry
- ❖ Wordpress Website Data Entry
- ❖ Joomla Website Data Entry
- ❖ Drupal Website Data Entry
- ❖ OpenCart Data Entry
- ❖ Magneto Data Entry
- ❖ Amazon Data Entry
- ❖ eBay Data Entry
- ❖ Facebook Data Entry
- ❖ YouTube Data Entry
- ❖ LinkedIn Data Entry
- ❖ Twitter Data Entry
- ❖ E-commerce Data Entry
- ❖ Product Details Data Collection
- ❖ Captcha or Image Writing
- ❖ Category wise Product Entry
- ❖ Admin Level Data Entry
- ❖ Marketing Level Data Entry
- ❖ Affiliate Data Entry
- ❖ And More....

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### **Outsourcing Platform (Upwork.com) Environment:**

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- ❖ How to create profile based on **Web Research and Data Entry** in upwork.com
- ❖ How to decoration your profile overview based on **Web Research and Data Entry** in upwork.com
- ❖ How to add portfolio/sample work in your profile in upwork.com
- ❖ How to add skills based on **Web Research and Data Entry** in upwork.com
- ❖ How to perform skill wise exam in upwork.com
- ❖ How to find job by search filter in upwork.com
- ❖ How to find real and valid client work in upwork.com
- ❖ How to apply a job based on fixed price method in upwork
- ❖ How to apply a job based on hourly method in upwork.com
- ❖ How to write job application based on client job description for upwork.com
- ❖ Perfect time of apply job in upwork.com
- ❖ How to handle client job interview in upwork.com
- ❖ How to accept job offer from upwork.com
- ❖ How install time tracker and manage client job for upwork.com
- ❖ How to upload work for client in upwork.com
- ❖ How to maintenance client job after hiring
- ❖ How to withdraw payment form upwork.com
- ❖ How to get international payoneer materCard
- ❖ How to get skroll payment system
- ❖ How to add local bank account in upwork.com
- ❖ Total management of upwork.com



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### **Outsourcing Platform (Elance.com) Environment:**

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- ❖ How to create profile based on **Web Research and Data Entry** in elance.com
- ❖ How to decoration your profile overview based on **Web Research and Data Entry** in elance.com
- ❖ How to add portfolio/sample work in your profile in elance.com
- ❖ How to add skills based on **Web Research and Data Entry** in elance.com
- ❖ How to perform skill wise exam in elance.com
- ❖ How to find job by search filter in elance.com
- ❖ How to find real and valid client work in elance.com
- ❖ How to apply a job based on fixed price method in elance.com
- ❖ How to apply a job based on hourly method in elance.com
- ❖ How to write job application based on client job description for elance.com
- ❖ Perfect time of apply job in elance.com
- ❖ How to handle client job interview in elance.com
- ❖ How to accept job offer from elance.com
- ❖ How install time tracker and manage client job for elance.com
- ❖ How to upload work for client in elance.com
- ❖ How to maintenance client job after hiring
- ❖ How to withdraw payment form elance.com
- ❖ How to get international payoneer materCard
- ❖ How to get skril payment system
- ❖ How to add local bank account in elance.com
- ❖ Total management of elance.com



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### **Outsourcing Platform (Freelancer.com) Environment:**

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- ❖ How to create profile based on **Web Research and Data Entry** in freelancer.com
- ❖ How to decoration your profile overview based on **Web Research and Data Entry** in freelancer.com
- ❖ How to add portfolio/sample work in your profile in freelancer.com
- ❖ How to add skills based on **Web Research and Data Entry** in elance.com
- ❖ How to perform skill wise exam in freelancer.com
- ❖ How to find job by search filter in freelancer.com
- ❖ How to find real and valid client work in freelancer.com
- ❖ How to apply a job based on fixed price method in freelancer.com
- ❖ How to apply a job based on hourly method in freelancer.com
- ❖ How to write job application based on client job description for freelancer.com
- ❖ Perfect time of apply job in freelancer.com
- ❖ How to handle client job interview in freelancer.com
- ❖ How to accept job offer from freelancer.com
- ❖ How install time tracker and manage client job for freelancer.com
- ❖ How to upload work for client in freelancer.com
- ❖ How to maintenance client job after hiring
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- ❖ How to get international payoneer materCard
- ❖ How to get skroll payment system
- ❖ Total management of freelancer.com



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### **Outsourcing Platform (Fiverr.com) Environment:**

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- ❖ How to create profile based on **Web Research and Data Entry** in fiverr.com
- ❖ How to decoration your profile overview based on **Web Research and Data Entry** in fiverr.com.com
- ❖ How to add portfolio/sample work in your profile in fiverr.com
- ❖ How to add skills based on **Web Research and Data Entry** in fiverr.com
- ❖ How to find job by search filter in fiverr.com
- ❖ How to find real and valid client work in fiverr.com
- ❖ How create GiG based on **Web Research and Data Entry** in fiverr.com
- ❖ How to promotion your GiG in fiverr.com
- ❖ How to response a client when buy your GiG from fiverr.com
- ❖ What will have to do when submitting work to client following working teams and conditions
- ❖ What fiverr working terms and conditions
- ❖ How to withdraw money from fiverr.com
- ❖ Total management of fiverr.com

### **And More Outsourcing Platform:**

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- ❖ Knowledge about **Peopleperhour.com**
- ❖ Knowledge about **guru.com**
- ❖ Knowledge about **microworker.com**
- ❖ When your job apply time
- ❖ What should be done for getting a job within short time
- ❖ What should be remove from your habit to be an excellent freelancer
- ❖ What should be add in your habit to be an excellent freelancer
- ❖ And More.....

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## *Professional IT and Outsourcing Training in Bangladesh*

### **Support from Matrix Outsourcing Solutions:**

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- ❖ How to create outsourcing website profile and 100% complete profile.
- ❖ How to pass 6-8 exam for each outsourcing earning profile.
- ❖ How to create perfect cover letter for each category job posting.
- ❖ How to apply and active MasterCard from each outsourcing earning website.
- ❖ Your first three or four client interview practically solve by us.
- ❖ After taking course from Matrix Outsourcing Solution then you will get life time course related client + working help
- ❖ We are all time on online/Skype/Yahoo Messenger/Gtalk.
- ❖ Enjoy the course as friendly environment.

### **Why Choose Matrix Outsourcing Solutions:**

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- ❖ Client Project Wise Practical Training
- ❖ Per-time Outsourcing Management
- ❖ Full-time Outsourcing Management.
- ❖ IT & Outsourcing base Training
- ❖ Course Related Support 24 Hours Live Support
- ❖ Opportunity of Backup & Solving Class
- ❖ Online Base Training Opportunity You Can Get Staying at Home
- ❖ Helpful Training Who Get Retirement From Job
- ❖ Outsourcing Company Management
- ❖ How to Lead IT Firm Successfully

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**Web Research and Data Entry Training Fee and Class:**

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Total Class = 15 (Weekly 3 Class)

Course Fee = **Tk.10,000**

Class Duration = 2 Hours

**Contact Address of Matrix Outsourcing Solutions:**

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