Mikail Hossain (Wp Hossain)

VIRTUAL ASSISTANT & DATA ENTRY SPECIALIST

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Jessore, Bangladesh (Available for Remote Global Roles)
Book a call: zcal.co/wphossain

> ⭐ 4.9 / 5.0 Star Rating across 80+ Client Reviews on Fiverr • 7+ Years Hands-on Experience

PROFESSIONAL SUMMARY

Detail-oriented Virtual Assistant and Data Specialist with 7+ years of proven expertise in CMS data management, automated & manual web scraping, spreadsheet modeling, and executive administrative support. Trusted by international business owners, agencies, and e-commerce brands for delivering clean, verified datasets on tight deadlines with high confidentiality.

WORK EXPERIENCE

Virtual Assistant & Data Entry Specialist
2019 – Present

Freelance (Fiverr / Upwork / Direct Clients) · Remote

- Executed 80+ international data projects maintaining a 4.9★ rating with zero missed deadlines.
- Conducted large-scale web scraping and data mining using Octoparse, Instant Data Scraper, and custom manual queries; delivered verified lead lists and business intelligence tables.
- Managed bulk product uploads (7,000+ items) into WooCommerce, WordPress, Webflow, and Shopify with complete variants, SKUs, and SEO metadata.
- Cleaned, standardized, and restructured raw, messy datasets into structured, ready-to-use Google Sheets and Excel files using advanced formulas (INDEX/MATCH, VLOOKUP, Pivot Tables).
- Provided ongoing executive VA support: calendar scheduling, inbox organization, file structuring, and administrative correspondence.

Data Team Executive
Jun 2021 – Present

SMARTii Deals · Freelance

- Manage daily deal scraping, catalog updates, price monitoring, and data validation pipelines.
- Perform ongoing data quality assurance, preventing duplicate entries and broken URLs across the platform.

WordPress & Web Content Specialist
2018 – 2021

Self-Employed · Freelance

- Created and managed content structures for 40+ WordPress websites with Elementor and WooCommerce.
- Assisted e-commerce merchants with inventory reconciliation, CSV imports/exports, and media optimization.

CORE COMPETENCIES

Data & Research
Data Entry, Data Cleaning, Data Mining, Web Scraping, Lead Generation, Contact Verification, Market Research

Spreadsheets & Tools
Microsoft Excel, Google Sheets, Octoparse, Instant Data Scraper, Airtable, Formulas, Pivot Tables

CMS & E-commerce
WordPress, WooCommerce, Webflow, Shopify, Product Listing, Media Management

Virtual Assistance
Executive Admin Support, Calendar Management, Email Sorting, File Organization, Client Communication

CERTIFICATIONS

Data Entry & VA Training
Data Path Ltd · 2019

Advanced Excel & Data Processing
Professional Training · 2020

WordPress Content Management
Professional Training · 2021

E-commerce Product Management
Specialized Course · 2022

Webflow CMS Specialist
Specialized Training · 2024

EDUCATION

Diploma in Engineering (Electronics)
Jessore Polytechnic Institute · 2013–2018

LANGUAGES

English (Professional Working) • Bengali (Native)