**First Name of Application CV No 1644210**

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| ***Introduction***  With 6 (six) years of experience as **Warehouse In-Charge** and as a **Data Entry** in a back office and **have knowledge in UAE Visa processing**. A graduate of **Bachelor of Science in Information Technology** with excellent interpersonal skills and possess with good verbal and written communication as well as being a computer literate in MS Word, Excel and Outlook. |

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***Work Objective***

To succeed in an environment of growth and excellence and earn a job which provide me job satisfaction and self-development and help me achieve personal as well as organizational goals.

***Professional Experiences***

**February 2014 – February 2016**

Designation : **Warehouse In-Charge**

Company : **Shankar Trading Corporation (GIANT SUPERMARKET LLC)**

P.O. Box 20315, Sharjah, United Arab Emirates

Job Responsibilities

* Perform general warehouse duties as directed by the warehouse supervisor and manager.
* To be aware and follow safety handling procedures and guidelines.
* Responsible for receiving delivery items.
* Responsible for completion and prompt submission of all related paperwork and other information as requested.
* Ensuring and monitoring the goods to be delivered on time in local and international branch
* Checking items in physicals and in systems
* Monitoring daily reports
* Communicate effectively with colleagues, managers, other warehouse & department staff
* Assist couriers if required
* Ensures accuracy in all paperwork and delivery quantities.
* Responsible for the safekeeping of company’s property especially in my designated area.

***(Continuation of Professional Experience)***

**May 2010 – January 2014**

Designation : **Data Entry Operator/Quality Assurance**

Company : **Trax Technologies Asia, Inc.**

IT Park, Cebu City, Philippines

Job Responsibilities

* Assigned in data entry department
* Work as a Data Entry Operator for 6 months.
* Enters data/information taken from different kinds of invoices from a different logistics company located in many countries.
* Analyzing documents or invoices for proper encoding of information into a specific database by following the keying guidelines provided by the clients.
* Coordinate to the production leader and team leader for clarification of illegible information.
* Promoted as Quality Assurance Operator.
* Verifies entered data keyed by the data entry operator by reviewing, correcting, deleting, or reentering data.
* Combining data from multiple systems when information is incomplete.
* Maintains data entry requirements and quality output by following data program techniques, procedures and keying guidelines.

***Education***

**March 2010**

College : **Bachelor of Science in Information Technology**

University of Cebu – Banilad Campus

Banilad, Cebu City

Cebu, Philippines 6000

***Personal Details***

Nationality : Filipino   
Gender : Female  
Civil Status : Single  
Date of Birth : June 10, 1989

Language : English, Tagalog, Cebuano