**First Name of Application CV No 1644708**

Whatsapp Mobile: +971504753686



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| **Summary** |

Team player with emphasis on quality. Able to focus on project, develop strategies and meet or exceed deadlines. Ability to build strong rapport with personnel, clients, and associates based on knowledge, professionalism, and integrity. Enhance knowledge and skills through continuing education opportunities. Also knowledgeable on basic PC Trouble shooting, Computer Hardware, IT skills such as Microsoft word, Microsoft excel, and Microsoft power point.

**Competencies include:**

* Organized, efficient, and precise with strong communication and liaison skills
* Skilled in planning and execution of special projects during time-critical assignment
* Decisive and direct, yet flexible in responding to constantly changing assignments
* Able to coordinate multiple projects and meet deadlines under pressure
* Enthusiastic, creative and willing to assume increased responsibility
* Attention to details and strong follow through
* Critical thinking in case of emergency cases or scenario

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| **Educational profile** |

**Associate in Computer Technology March 2005**

#54 Km Brgy. Makiling Calamba, Laguna

**Secondary April 2002**

The Mabini Academy

Balintawak St., Lipa City, Batangas, Philippines

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| **Working Experience** |

**1. Company Name:**

**Media Track Sea Inc. October 4, 2013- Currently working**

Unit 2208 Jollibee Plaza Condominium,

F. Ortigas Jr. Road, Ortigas Center, Pasig City,

Philippines

**Position: Data Encoder**

**Work Description:**

* To enter data from various source documents into the computer system for storage, processing and data management purposes
* Converting PDF files to text or xml files for news archive purposes and for selling to company’s client.
* Compile and sort news articles for data entry.
* Check source (Newspaper) for accuracy, verify data are correct (Dates, Pages etc.)
* Obtain further information for incomplete news article (using of OCR for text that cannot be copied or retyping it.)
* Update data and delete unnecessary articles (If new versions of PDFs were sent by publisher.)
* Combine and rearrange data (If news article covers 2 pages)
* Enter article info from source documents into prescribed computer database, files and forms.
* Check completed work for accuracy
* Respond to requests for information and access relevant files (If team leaders need)
* Typing and tagging news programs (Sweden and Norway news program)
* Comply with data integrity and security policies

**2. Company Name:**

**Comworks Inc. November 1, 2007 to March 2, 2013**

CWI Corporate Center, 1050 Quezon Avenue,

Quezon City, Philippines

**Position: Sales Representative**

**Work Description:**

* Responsible in accommodating clients’ inquires and request from the outlet.
* Check computers and compares all sales document such as company’s sales invoice and delivery receipt and customer’s purchase order.
* Record all sales in ledger
* Prepares all needed reports.
* Responsible to do daily sales report.
* Responsible to input daily sales in Microsoft office access.

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| **Skills** |

* Knowledge in Computer Trouble Shooting
* Knowledge in Apple’s phones restoring and updating firmware
* Computer Hardware
* Microsoft Office
* Adobe Photoshop
* Adobe Photoshop Image Ready
* Internet

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| **Training Seminars** |

**5 S Seminar**

**Lyceum Institute of technolgy**

#54 Km Brgy. Makiling Calamba, Laguna, Philippines

January 23, 2005

**ISO 9001 Certification**

**Lyceum Institute of technolgy**

#54 Km Brgy. Makiling Calamba, Laguna, Philippines

January 27, 2005

**E-Commerce**

**Lyceum Institute of technolgy**

#54 Km Brgy. Makiling Calamba, Laguna, Philippines

February 10, 2005