**RHEA**

**Nationality: Filipino**

**OBJECTIVE:**

**To secure a position wherein the blending of work experienced and academic training could be beneficial to my employer and to my professional growth. To contribute my optimum efficiency in mutual realization of goals in an organization toward establishing and developing a long time career.**

**KNOWLEDGE AND SKILLS**

**Windows application, web browser, Internet explorer, Mozilla firefox,**

**Netscape, adobe photoshop/illustrator, Microsoft office,**

**General Accounting Background, Advanced Excel Skills , Proactive & Organized, Vigilant & Attentive , Flexible , Good IQ Levels,.**

**EDUCATIONAL BACKGROUND**

**Tertiary STI Angeles 2003-2005**

**Associate in Office Management**

**3rd & 4th floor, SPC Bldg., Miranda**

**Extension, San Nicolas, Angeles City**

**Secondary Pampanga Agricultural College 1998-2002**

**Magalang, Pampanga**

**Primary Sta Cruz Elementary School 1992-1998**

**ACHIEVEMENT:**

**Academic Excellence April 4, 2005**

**w/ Citation**

**2nd Place in Steno Writing February 2005**

**SEMINARS ATTENDED:**

**1ST National Job Placement Week February 2005**

**Robinson Star Mills, City of San Fernando, Pampanga**

**10th National Youth Convention February 2005**

**Aliw Theater**

**9th IT Convention February 2004**

### WORK EXPERIENCE

**Source-Corp Philippines. June 2005 – January 2015**

**Position: Data Entry**

**2nd floor Business Center 3**

**Philexcel Business Center, Clarkfield, Pampanga, Philippines**

**Tel.No.:(045)599-6977**

**Duties and Responsibilities**

* **Performs the data entry function to update automated records; verifies accuracy of work**
* **Keys data from source documents in a timely and efficient manner in accordance to company procedures and documented productivity standards**
* **Performs acceptable volume of work in timely, efficient and accurate manner**
* **Performs duties in accordance with priorities assigned by supervisor or production manager**
* **Performs data verification duties as required**
* **Keys correcting entries as indicated by verification or other warning**
* **Communicates with supervisor and control room operator over various technical issues**
* **Demonstrates high levels of safety awareness and notifies supervisor of potential hazards**
* **Follows the security and privacy policies, standards and guidelines in order to protect the informational assets of both the company and their customers**
* **May operate peripheral equipment**
* **May assist in development of production formats and keying procedures**

**Skills**

**• Oral Communication**

**• Maximizing Productivity and Profits**

**• Leadership/Supervision / Problem Solving**

**• Quality and Productivity Improvement**

**• Organizational Development**

**• Safety Management**

**• MS Word, MS PowerPoint, MS Outlook, MS Excel ,**

**PERSONAL INFORMATION**

**Civil Status : Married  
Citizenship : Filipino   
Date of Birth : June 11, 1985**

**Height : 5’**

**Weight : 108 lbs.**

**Languages : English and Filipino**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

