

Contact HR Consultant for CV No: 327402

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**Objective**

To obtain a challenging position that provides opportunity for advancement, and where I will utilize my strong organizational, communication, and interpersonal skills to contribute to the growth and productivity of the company.

**Professional Experience:**

* ***Computer Assistant / Data Encoder***

September 2014 – September 2016

Company Name: Al Maya Group of Companies LLC

Location: Dubai U.A.E

**Job Description**:

* Prepares source data for computer entry by compiling and sorting information, establishing entry priorities.
* Maintains data entry requirements by following data program techniques and procedures.
* Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
* Inventory and order materials, supplies, and services.
* Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
* Process and prepare documents, such as business or government forms and expense reports.
* Contributes to team effort by accomplishing related results as needed.
* ***Data Analyst***

June 2010 til August 2014

Savant Technologies, Inc.

Location: Molo, Iloilo City Philippines 5000

***Job Description:***

* Create physical databases and keep data dictionaries
* Provide data analysis for the company
* Data entry and auditing
* Producing data reports and checking reports for accuracy
* Ensuring data integrity
* Training other members to use reporting tools
* Developing programs for data analysis
* Determining delivery methods and information requirements.
* Responding quickly to data analysis requests
* ***Trainee***

July 2008 – December 2008

San Rafael Development Corporation

Location: San Rafael, Iloilo City Philippines 5000

* ***Customer Service Representative (CSR)***

19 November, 2006 – 12 February, 2007

Mossimo Boutique

Location: Robinsons Place, Ledesma St., Iloilo City Philippines

**SKILLS AND ABILITIES**

* Strong IT/Computer skills.
* Being competent on spoken and written communication.
* Having methods for problem solving.
* Having attention to details.
* Being able to work in several tasks at the same time.
* Good analytical skills.
* Ability to organize workload and set priorities.
* Good organizational skills.
* Ability to maintain confidentiality
* Ability to remain flexible within a challenging work department.

**EDUCATION**

***Western Institute of Technology***

Bachelor of Science in Computer Engineering

Lapaz, Iloilo City Philippines

2003 - 2009

***Central Radio and Electronics School***

Valeria Ext, Iloilo City, Philippines

Computer Electronics Technician

2000 - 2002 (two-year course)

***Iloilo City National High School***

Molo, Iloilo City Philippines

1996 - 2000

I hereby declare that the above information are true and correct to the best of my knowledge and belief.