

**JOVEN CLARK PALABRICA – CV No. 1993272**

Al Rigga Road, Deira

Dubai, U.A.E.

**CAREER OBJECTIVES**

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and Self Development and help me achieve personal as well as organization goals

**QUALIFICATIONS:**

* Equipped with excellent communication skills and can interact to persons of different personalities
* and management levels.
* Customer Service Oriented, Customer Focus, Phone skills
* Efficient, Hardworking, Honest, Self-motivated and ability to perform multiple task handle pressure

**WORK EXPERIENCE:**

**Data Encoder/Office Clerk ( 2015-2016)**

**Duties and responsibilities:**

* Ensure that confidentiality of data collected and stored are maintained
* Assures protection of the systems and data by performing at least one system back up per day.
* Assists when and where necessary in developing improved patient records management.
* Consults with software programmers and /or evaluators for troubleshooting database problems.
* Maintains accurate and up-to-date data.
* Attends required data entry trainings and meetings and provides input to enhance od data systems.
* Produces automated reports on request.

**EDUCATIONAL ATTAINTMENT**

Elementary Education S.I.R Elementary school

Secondary Education Davao City National High School

Vocational Course Computer Science

**VISA STATUS: Visit Visa**

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| **JOVEN CLARK PALABRICA – CV No. 1993272**  To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |