

Contact HR Consultant for CV No: 334009

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

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

**CAREER OBJECTIVES:**

To look for better opportunity that will improve and enhance my skills and chosen career and allow me to share my knowledge and abilities to achieve the company’s goal.

**Work Experience:**

**December 04-January 09, 2017 - SECRETARY**

**(Total Technology Publishing & Advertising)**

**July 2014-September 19, 2016 - DATA ENCODER**

**(Department of Social Welfare and Development)**

**Job Description:**

* Making Quotations.
* Making Appointments Schedule.
* Sending Files via Outlook.
* Invoicing.
* Downloading Photos.
* Answering Phone Calls.
* Filing CV’s, Contracts , Billings , Invoice& Business Cards.
* Encoding of Beneficiary Tracking Record (BTR).
* Encoding of ID Request Forms.
* Printing of regenerated Compliance Verification Forms and Family Development Session (FDS) attendance.
* Accurately inputting confidential details into database.
* Ensuring that all data is accurate, up to date and useable.
* Updating maintaining and retrieve data held on computer systems.
* Communication clearly over the phone.
* Able to work under pressure and deadlines.
* Tran-scripting paper-based records to computer files.
* Comparing inputted data with source documents.
* Deleting unnecessary information.
* Checking source data & identifying garbled or incorrect data.
* Knowledge of correct spelling grammar and punctuation.

**Special Skills:**

* Excellence speed and accuracy skills.
* Knowledge of Data inputting and correcting errors.
* Knowledgeable in Microsoft Word, Outlook, Excel.

**EDUCATION:**

College Level: Associate in Computer Technology

(2013-2014)

ABE International Business College and Accountancy

Associate in Computer Science

(2012-2013)

Lyceum Northen Luzon

Bachelor of Science in Electronics and Communication Engineering

(2010-2012)

Lyceum Northen Luzon

**Career Summary :**

An accurate and fast typing data entry clerk who can qiuckly fit into any busy office environment where I can manage high volumes of work. I am naturally enthusiastic, always pays attention to detail and can perform to a high level of accuracy. I have extensive knowledge of specialist data entry software and equipment, and is more than able to maintain effective working relationships with supervisor and co-workers. I am currently looking for a suitable position with a company where there is oppurtunity to progress and develop.