**JEFFREY**



[**JEFFREY.335865@2freemail.com**](mailto:JEFFREY.335865@2freemail.com)

Data Entry / IT Assistant / Sales Associate

**CAREER OBJECTIVES**

A responsible position within a corporation that will utilize my experience, where I can further enhance my skills, work productively, and gain more knowledge for career growth and personal development.

**WORK EXPERIENCE**

**Data Entry Operator, S-CORP Phils. Inc.**

Subic Bay Gateway Park SBFZ

Olongapo City, Philippines

JULY 2009 – JULY 2014

Company Overview:

S-CORP is a global provider of business process solutions, strategic consulting and data analytics services to a wide variety of industries including healthcare, financial services, legal, government, publishing, manufacturing, retail and other commercial entities – including more than half of the Fortune 100.

Job Responsibilities:

• Sorting Documents Forms like Healthcare Billings, Injury, Physical Damage, Title and Deeds.

• Prepare, compile and sort documents for data entry

• Updating person personal information from scanned images to computer system database.

• Verify data and correct data where necessary

• Check completed work for accuracy

**Retail Sales Associate, TRIBAL STREETWEAR**

Harborpoint Mall SBMA

Olongapo City, Philippines

OCTOBER 2014 – APRIL 2015

Company Overview:

Offers "streetwear" shirts, hats, and accessories designed by Bobby and Joey Ruiz and Carl Arellano.

Job Responsibilities:

• Welcomes customers by greeting them, offering them assistance.

• Directs customers by escorting them to racks and counters, suggesting items.

• Documents sale by creating or updating customer profile records.

• Advises customers by providing information on products.

• Organize product displays.

**EDUCATIONAL BACKGROUND**

Diploma in Associate in Computer Technology

Lyceum of Subic Bay

Olongapo City, Philippines

2007- 2009

**SKILLS AND ABILITIES**

Personal Skills:

Computer literate with knowledge in application of MS WORD/EXCEL and INTERNET.

Knowledgeable in using operating system like Windows XP/VISTA/7/8/10 and Mac OSX

Sincere, dynamic and hard-working.

Has the ability to learn new things.

Can work with less supervision.

Fast learner and Team player.

Technical Skills:

Computer Hardware and Software installation

Upgrading/Updating Hardware and Software

Troubleshooting of Computer and Network Issues

Configuration/Reprogram of Operating System

Fixing Computer Peripherals like Printer/Scanner/Modem/Router/Keyboard/Mouse/etc.

Can setup home and office network

Knowledge in Mobile Configuration

**PERSONAL INFORMATION**

Birth Date: October 31, 1987

Birth Place: Olongapo City, Philippines

Age: 29

Gender: Male

Nationality: Filipino

Civil Status: Single

Religion: Catholic

Height: 5’5

Weight: 63 kg

Visa: Visit

Visa Expiry: 10 February 2017

**REFERENCE**

Available upon request.

I hereby certify that the above information is true at the best of my knowledge.