

**ABEGAIL**

[**ABEGAIL.336678@2freemail.com**](mailto:ABEGAIL.336678@2freemail.com)

**CAREER OBJECTIVE:**

To continue my career with an organization that will utilize my skills to benefit mutual growth and success.

**WORKING EXPERIENCE:**

**Company:** Commcube Services

**Data Encoder Staff**

Imus, Cavite Philippines

November 23, 2014 – November 23, 2016

* Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
* Maintains data entry requirements by following data program techniques and procedures.
* Secures information by completing data base backups.
* Maintains customer confidence and protects operations by keeping information confidential.
* Responsible for storing and filing completed information and maintaining records of work tasks and completed documents.
* Relays information to supervisors and other employees through in-person contact or via telephone and email communications.
* Contributes to team effort by accomplishing related results as needed.

**Company:** Tareeq Al Moktasab

**Receptionist / Ticketing Staff**

Dubai United Arab Emirates

January 04, 2014 – August 20, 2014

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring respond on their inquiries.
* Directs visitors by maintaining employee and department directories, giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Maintains safe and clean reception area by complying with procedures, rules, and regulations.
* Accept tickets from passengers in airports.
* Make sure that the name on the ticket matches the name on a passenger's identification, and report any suspicious behavior. In some cases, they help passengers check baggage, issue boarding passes, and ensure that passengers board transportation in an orderly manner.

**Company:** SPI Global

**Content Analyst**

Parañaque, City Philippines

September 04, 2012 – January 03, 2013

* Examines the articles/files/production materials and applies various methods of content processing.
* Mark-up language checking, pre-editing, proofreading, and issue correction.
* In constant adherence to the productivity and accuracy standards set by the division and the clients.

**Company: Monark** Custom Brokerage Corporation

**Data Encoder Staff**

Brgy. San Dionisio, Parañaque, City

May 26, 2011- May 30, 2012

* Maintain logs of activities and completed tasks
* Ensuring data is backed up on a regular basis.
* Correct data entry errors and store documents in the correct locations. Logging customer/employee queries.
* Answering and routing phone calls, sending emails and distributing mail.

**COMPETENCIES AND SKILLS:**

* Computer Literate (Microsoft Word & Microsoft Excel)
* Configuring Internet Connections, E-mail and Web browsers.
* Basic Troubleshooting (Hardware & Software)
* Good commutation skills
* Fast Learner

**EDUCATIONAL ATTAINMENT:**

College/Tertiary

Bachelor of Science in Information Technology

St. Dominic College of Asia (SDCA)

Bacoor, Cavite 2012

H.S/Secondary

Emiliano TriaTirona Memorial National High School (E.T.T.M.N.H.S)

Kawit, Cavite2006

Primary

Imus Pilot Elementary School (IPES)

Imus, Cavite 2001

**PERSONAL DATA:**

Nickname : Abie

Date of birth : November 30, 1989

Age : 27years old

Civil Status : Single

Nationality : Filipino

Religion : Roman Catholic

Visa Status : Visit Visa

I hereby certify that the above information is true and correct to the best of my knowledge and have made in good faith.