

Contact HR Consultant for CV No: 340662

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

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

**PERSONAL INFORMATION:**

Age: 28

Date of Birth: April 28, 1988

Gender: Male

Nationality: Filipino

Marital Status: Single

**SUMMARY:**

Experienced Data Entry Operator with proficient typing speed and good exposure to sales, back office, and document handling. Confident in the ability to learn and use necessary business operation softwares.

**COMPUTER RELATED SKILLS:**

* Typing Speed: 65 wpm
* Experienced in MS Office (MS Word, Excel, Powerpoint)
* Desktop Assembly & Operating System Installation

**WORK EXPERIENCES AND RESPONSIBILITIES:**

1. **Back Office Executive: *Eurostar-Etisalat Postpaid plans SMB Division, Dubai***

Duration: January 2016 – October 2016

* Proposed an MIS format which got approved to be used as the main file for storing customer information and the services that was requested.
* Receives application forms from the sales agents and makes sure that all necessary documentation are provided.
* Verifies the services applied for based on the application form by making a verification call to the customers.
* Makes sure that all details are correct when creating an activation request together with the scanned copy of the application form through the provided portal which is then received by the processor.
* Encodes the received application forms on the MIS and organizes the physical forms for storage.
* Coordinates with the processor for updates of daily stock availability as well as changes or new product offers and forwards them to various sales agents.

2. **Processor:** ***Eurostar-Etisalat Postpaid plans SMB Division, Dubai***

Duration: March 2015 – December 2015

* Receives customer’s activation of service request from the back office and accurately process the selected products.
* Updates the back office of daily stock availability for the offered physical products as well as updates, modifications, or available offers and promotions for existing services and new ones.
* Sends daily updates of the status of the application back to the back office until the service gets processed.
* Makes request for product items from the main service provider to be sent to the back office and distributed to the sales agents for selling.

3. **Sales and Operations: *Eurostar Multimedia Satellite Pay TV Division, Abu Dhabi***

Duration: July 2008 – February 2015

* Solely responsible for keeping records of customer information and purchased products & services on the Abu Dhabi branch.
* Receives and records product items and orders additional stock from the warehouse when needed.
* Accurately activates the services purchased by the customers through the online business portal.
* Accommodates customer inquiries whether through telephone or on the spot and offer the products and services.
* Handles cashiering when necessary.

4. **Enrollment Assistant (part time):*****Saint Louis University, Baguio City, Philippines***

Duration: April, June, and November of 2007

* Responsible for accurately entering the students selected subjects to the university’s database system and printing a copy of the student’s schedule and tuition fees.
* Ensures that the physical enrollment forms of the students are sorted and properly organized.
* Troubleshoot desktop network during malfunctions.

**EDUCATIONAL BACKGROUND:**

*College:* ***3 yrs. In Bachelor of Science in Computer Science 2008***, Saint Louis University, Baguio City, Philippines.

*High School:* ***Cordillera Regional Science High School 2005,*** *La Trinidad Benguet, Philippines*

*Elementary:* ***Lucban Elementary School 2001,*** *Baguio City Philippines*

**CERTIFICATES RECEIVED:**

* National Certificate of Competency for PC Operations (NC II).

-issued by Technical Education and Skills Development Authority of the Philippines(TESDA).