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| EDUCATIONAL QUALIFICATION  Course : BS Computer Science  School : University of the Assumption  Location: Philippines  Date Graduated : (2008-2014) |



Contact HR Consultant for CV No: 341417

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

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

**Curriculum Vitae**

OBJECTIVE

A challenging position administration at a reputed firm, which will allow me to further utilize my existing skills and enable to acquire new abilities.

SUMMARY

Highly organized Data Encoder having the ability to maintain hard copies, scanning documents and maintaining backups of data. Also responsible for compiling, sorting, and verifying the accuracy of data. Correct data entry errors and store documents in the correct location.

SKILLS

Knowledgeable in MS Office, Can clearly communicate English, Able to Multi-tasks effectively, Strong attention to details, Works well under pressure, Speed and completeness in typing, Analytical and time management in skills.

JOB EXPERIENCE

***Data Encoder Entry***

***Garbes and Garbes Trading Corporation***

***Under MeadJohnson Nutrition Philippines***

*July 2014 – December 2016*

***Duties and Responsibilities:***

* Data entry sales invoice into the monitoring system
* Monitoring sales, stocks and inventory
* Preparing daily, monthly and yearly sales reports
* Filing of receipts and other important documents
* Making a MS excel and MS word template
* Scanning and printing documents
* Sending emails and distributing mails
* Answering phone calls

**DECLARATION:**

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.