# C:\Users\Mesa\Desktop\9. karen mesa.jpg KAREN KAREN.349768@2freemail.com

**CAREER OBJECTIVE:**

# To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

**PERSONAL PROFILE:**

I am looking for a new career which offers me the opportunity to develop new skills while strengthening those I already possess.

My 7 years’ work experience as part of the management team has enabled me to develop good organizational skills, an analytical or logical approach to tasks and the ability to work under pressure. I am able to work well both on my own initiative and as part of a team.

My main strengths are adaptability, dependability, comfortable with analyzing and understanding data, working under time pressure and determination to get a job done. I try to learn something new from every experience because I believe there is always room for self-improvement both personally and professionally.

**EMPLOYMENT BACKGROUND:**

**August 2009-December 2016 Data Entry Clerk Team Leader UPS International Inc**

“Ensuring all shipments were keyed on time without sacrificing the accuracy. Monitoring individual and group performance and promoting good working relationship and healthy working environment among the group. Creating different report’s templates especially in excel form for easy monitoring of Department’s performance.”

**Duties:**

* Ensuring report tables accurately reflect data within a database.
* Entering data accurately into computerized databases & Excel spreadsheets.
* Locate and correct data entry errors.
* Maintain logs of activities and completed work.
* Ensuring documents meet required quality standards. Compiling, coding, categorizing, calculating, tabulating and auditing data.
* Handling emails and Messenger queries from colleagues or clients regarding data.
* Data manipulation in Excel spreadsheets.
* Occasionally carrying out various administration tasks like, photocopying, creating reports and presentation, conducting trainings and updating bulletin boards and LCD presentation.
* Team Leader Coordinator
	+ Schedules, arranges, and conducts the meeting.
	+ Prepares and distributes agenda before the meeting and ensures that agenda is followed during the meeting.
	+ Taking minutes during meeting and send it to concerned people afterwards.
	+ Updating manager and directors about the current status of department's performance.
	+ Inventory of supplies and procurement of needed supplies.
	+ Identifies top peformer operator and create certificate and order tokens for awarding.
	+ Identifies least performer, their weakness and conduct trainings on how to improve those weaknesses.
	+ Serves as secretary in our department.

**May 2009-August 2009 Data Entry Clerk UPS International Inc**

“Working as part of a team in a busy office environment processing, cleaning and then inputting data in database. Accurately entering the shipment details both individual and organizational including shipper and consignee information and some important details such as service level and invoice details.”

***Functional Objectives:***

“Is to key hard copy and be viewed electronically. To declare correct invoice details, correct value and miscellaneous charges”

**Duties:**

* Identifies waybill and invoice
* Identify and key correct consignee and consignor details
* Input correct shipment/s description, tariff code, quantity and shipment weight
* Check if invoice total amount if balance and other invoice charges
* Converts text data to be viewed electronically the same as the hard copy
* Keyed waybill and invoice data at the given time line
* Checks own work at the end of each process
	+ Team Leader Support
		- Distribute shipments to the operator to be key-in
		- Validate shipment discrepancy
		- Communicate with the origin for some shipment/s queries
		- Support Team Leader for daily productivity report
		- Monitoring of Shipments uploaded by the origin to key-in

**EDUCATIONAL ATTAINMENT:**

[1995 - 2001] Elementary Education **MAGAO ELEMENTARY SCHOOL**

[2001 – 2005] High School Education **BS AQUINO NATIONAL HIGH SCHOOL**

[2005 – 2009] Bachelor of Science in Computer Science **STI COLLEGE**

**TRAININGS AND SEMINARS:**

October 2015 Leadership Training (FLS) **UPS INTERNATIONAL INC.**

August 2016 Presentation Training for Team Leaders **UPS INTERNATIONAL INC.**

**AREAS OF EXPERTISE:**

* Typing Skills or Data Entry Skills.
* Office management work.
* Data Management.
* Data Mining.
* Processing Data
* Evaluating Information
* Database Administration
* Microsoft Office Specialist.
* People Management

**SKILLS nAND CAPABILITIES:**

* Good in oral and written communication
* Excellent knowledge in Excel & other specialist database tools & software.
* Computer literate with extensive IT knowledge.
* Enthusiastic, flexible and capable of working on own initiative.
* An ability to work with deadlines while ensuring accuracy and efficiency.
* Capable of working in a manner conducive with the production of high quality data.
* Computer Literate (Word, Excel, Power Point and Internet)
* I can work independently and can work under pressure.
* Goal oriented and ready to take initiatives
* Quick learner, innovative and can adapt easily to new situations.
* Willing to go under training and can work with minimal supervision.
* Willing to work on shifting schedule even holidays and weekend.

*I certify that all information and data I have given above are true and correct. I fully understand that my falsehood, misrepresentation, or omission of any material fact herein shall be sufficient cause for reflection of my application or termination of my employment should I have been accepted.*