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| Marlon  [Marlon.352416@2freemail.com](mailto:Marlon.352416@2freemail.com)  **PERSONAL DATA**  Date of Birth : 11/17/1991  Age : 25  Marital Status : Single  VISA STATUS : Visit  Expired : May 1, 2017  EDUCATIONAL QUALIFICATION  Course : BS Computer Science  School : University of the Assumption  Location: Philippines  Date Graduated : (2008-2014) |

**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 Document Controller 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 restore documents in the correct location.

SKILLS

Flexible in Work, Knowledgeable in MS Office, Speed and completeness in typing, Can clearly communicate English, Strong attention to details, Works well under pressure, Customer service oriented, Analytical and time management skills.

JOB EXPERIENCE

***Document Controller***

***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 , printing documents and Faxing
* 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.