JINO

Contact Number: Whatsapp +971504753686 / +919979971283

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# **Objective**

I am currently looking for a full-time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

# **Skills**

* Proficient in MS Word, MS Excel and MS Powerpoint
* Fluent in English Communication
* Multi-tasking
* Ability to work under pressure
* Attention to detail
* Competitive, Adoptable and Self-motivated
* Personable and friendly
* Resourceful and reliable

# **Work Experience**

## **ABCC SP COMPILER**

**UPS International, Inc., Philippines**

Clark Freeport Zone, Clarkfield, Pampanga 2023 Philippines

February 2013 – August 2017

*Duties and Responsibilities*:

* Sort and Analyze priorities from system generated information
* Compile according to details

## **HUMAN RESOURCE ASSISTANT**

**Cyber City Telecommunications**

Clark Freeport Zone, Clarkfield, Pampanga 2023 Philippines

September 2012 – December 2012

*Duties and Responsibilities*:

* Participates on various committees to provide HR support and to monitor activities and completion of goals.
* Participates in planning and implementing various employee relations and employee satisfaction initiatives.
* Sorts mail and faxes; distributes to employee mailboxes.
* Consolidates and emails out weekly management reports to managers.

## **DATA ENCODER**

**SourceCorp**

Clark Freeport Zone, Clarkfield, Pampanga 2023 Philippines

September 2010 – August 2012

*Duties and Responsibilities*:

* Entering customer and account data from source documents within time limits.
* Sort, compile and verify information according to priorities to prepare source data for computer entry.
* Reviewing data for deficiencies or error, correcting any incompatibilities and checking output.
* Ensures speed, accuracy and productivity to maintain group performance.
* Store completed work in designated locations and perform back up operations.
* Double check and review keyed data for deficiencies or error, correcting any incompatibilities and checking output to avoid any billing adjustments and customer complaints.

# **Personal Information**

Age : *27 y/o*

Birthday : *January 24, 1990*

Citizenship : *Filipino*

Civil Status : *Single*

Religion : *Roman Catholic*

Height : *5’9”*

***Visa status : Visit visa***

# **Education**

## **AIRCRAFT MAINTENACE TECHNOLOGY**

**Flight School International**

S.Y 2008 – 2010

# **Reference**

To be followed if required.

I hereby declare that the above information is true and correct.

Jino

Applicant