**ALLAN**

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**OBJECTIVES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To obtain a position that will able me to perform strong personal enrichment skills, education and ability to work well with other people.

**WORK EXPERIENCE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Position: Data Entry / Admin Assistant / Document Controller

Duration: January 2017 – October 2017

Company: TNT SAB Express LLC

Company Industry: Courier Delivery Services

Location: Olaya, Riyadh, Kingdom of Saudi Arabia

Job Description: **Specific Functions**

* Responsible to handle and print daily customer invoice thru TNT system mainframe (major account).
* To ensure and print supporting documents of customer invoice by airway bill number including the “bayyan” (additional charges).
* Scanning of daily cash receipt and cheque of the customer.
* To ensure all cash receipt and cheque should be tally in bank deposit slip.
* To dispatch all customer invoice in a daily basis.
* To keep a record file of customer invoice, cash receipt and cheque for tracking purposes.

2. Position: Data Entry / Admin Assistant / Document Controller

Duration: September 2015 – December 2016

Company: Banaja Holdings Co.

Company Industry: Pharmaceutical / Medical

Location: Riyadh, Kingdom of Saudi Arabia

Job Description: **Specific Functions**

* To handle customer picking list item and packing slip for Sales Order.
* Check the available stock in the system.
* Responsible to return the item in the system.
* Scan the Sales Invoice and other return documents and make return details to send to the responsible person for the approval.
* To keep a record file of Sales Invoice and Return Invoice for tracking purposes
* Ensures that all processes involved in the warehouse are met on delivery schedule and complete all monitoring files.
1. Position: Team Leader/ Document Controller/Admin Assistant

Duration: June 11, 2011 – July 2015

Company: SPi Global

Company Industry: Computer/Information Technology (Software)/BPO

Location: Carmelray Park 2 Calamba, Laguna

Job Description: **Specific Functions**

* Prepares work distribution of production and special project implementation plans identifying output, accountability and completion time.
* Identifies and monitors expectations on delegated work ensuring that productivity, quality standards and schedules.
* Coordinates with Operations Support for training of new hires regarding business unit policies and quality guidelines prior to production deployment.
* Discusses with team change of instructions and project updates.
* Orients Data Technicians of the process flow, specific requirements and standards of the project.
* Investigate cause of delays, feedback of clients and production errors and prepare report for this; report is submitted to supervisor.
1. Position: Data Technician / Data Entry

Duration: April 2008 – May 2011

Company: SPi Global

Company Industry: Computer/Information Technology (Software)/BPO

Location: Carmelray Park 2 Calamba, Laguna

Job Description: The Data Technician carries out responsibilities involved in the conversion of content from print to electronic text File formats, such as HTML, SGML, XML, PDF, JPEG, TIFF, etc.

**Specific Functions**

* Studies, understands and applies all client specifications on the project.
* Segments/groups project content for load distribution and production scheduling and creates corresponding log file.
* Validates integrity and completeness of electronic files, through proofreading and other processes.

**SKILLS:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Proficient in Microsoft Office(Word, Excel, PowerPoint and Outlook)

 Basic Computer Troubleshooting

Able to communicate well with other people and adaptable

 Can work with minimal supervision

**EDUCATIONAL BACKGROUND::\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **2004 – 2007**  *Bachelor of Science in Computer Science*

**Lyceum Institute of Technology**

 Km. 54, Makiling, Calamba City, Laguna

**2001 - 2003 Polytechnic University of the Philippines**

Sto. Tomas Extension, Sto.Tomas, Batangas

**PERSONAL BACKGROUND:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

Date of Birth : August 11, 1984

 Age : 33

 Sex : Male

 Nationality : Filipino

 Civil Status : Married

 Visa : Visit Visa