**CHRISTOPER**

[**CHRISTOPER.362852@2freemail.com**](mailto:CHRISTOPER.362852@2freemail.com)

**QUALIFICATIONS:**

A hard working, dependable and trustworthy person with more than 10 years of work experience and extensive training in Customer Service and Administrative job.

**PROFESSIONAL EXPERIENCE:**

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| Image result for CIBI logo  **CIBI Information, Inc.**  Data Validation Analyst  Makati City, Philippines  October 2006 – March 2017 | **Responsibilities:**   * Ensure proper storage of documents regularly. * Reinforce and maintain compliance with corporate standards. * Develop and initiate more efficient data collection procedures. * Encodes, verifies and validates the company and individual client details and information. * Responsible for new data collection. * Research and resolve any discrepancies in the data vs. source documents. * Business listings – Securities and Exchange Commission-registered corporations & Department of Trade and Industry – registered MSME; corporate profiles, directorships and updated financial statements and general information sheets. * Supporting monthly process, data cleansing, process improvement, automation speculation and responding to ad hoc inquiries. * Ensures high quality of data intended for decision making. * Knowledge in using **CIS** (Credit Information Bureau Inc. System) for Individual/Corporate report. * Background check using **i4B** (Information for Business) for Corporate profile/Individual. * Knowledge in using **CBS** (Credit Bureau System) for credit scoring. * Update data using **Infonet Utility** tool for negative records. * Responsible for informing team leaders about unusual situations affecting accuracy and efficiency of data. * Comply with data integrity and security policies. |
| Image result for Medicard Philippines logo  **Medicard Philippines Inc.**  Sales Representative/Account Executive  Mandaluyong City, Philippines  June – October 2006 | **Responsibilities:**   * Promote new service features for existing and new clients. * Report to management any issue occurring prior to handling any complaints. * Generates weekly production report. * Ensure all dealings with clients are consistent with organization standards. * Provide clients with all relevant information about the range of services required and available to them. * Do up selling and create open suggestions. * Contributes to team effort by accomplishing sales target as needed. * Collect client feedback on adequacy of service delivery as required by the organization for revision of service arrangements if necessary. * Validating customer complaints, log problems and give appropriate response in a timely manner. * Generate reports, store completed work in designated locations and perform backup operations. * Respond professionally to customer queries by phone, email or fax. * Assists in handling the office switchboard, assists in handling walk-in clients. |
| Billboard Text Inc. | Elance  **Billboard Text, Inc.**  Administrative Assistant/Clerk  San Juan City, Philippines  October 2005 –March 2006 | **Responsibilities:**     * Managing document organization, filing and maintaining confidentiality of all documents and business related correspondence and records. * Ensure all transactions received (e-mail/ fax/ telephone) are processed within service levels. * Answer the phone to take messages and redirect calls to appropriate colleagues. * Report workload statistics as required by superiors. * Monitors stocks of office supplies (stationery, etc.) and report when there are shortages. * Perform other office duties as assigned. |

**EDUCATIONAL SUMMARY**

Tertiary : Bachelor of Science in Computer Engineering at Rizal Technological University

2002-2005

Secondary : Mandaluyong High School

1998-2002