

Janine Gigante

DATA ENCODER



JOB EXPERIENCE

2022 *J's Online Shop*

Data Encoder

- Reviewed validation output and performed specified manual checks on data to evaluate consistency and completeness.
- Maintained daily production logs of activities and completed work.
- Verified new system changes and upgrades by inputting new data and pulling extract reports for validation.
- Processed customer and account source documents by reviewing data for deficiencies and errors.
- Prepared source data for computer entry by compiling and sorting information.
- Maintained database by entering new and updated information.

PERSONAL PROFILE

Efficient and precise with commitment to finishing jobs quickly and accurately. Proven to work closely with coworkers for effective data management. Skilled in document digitization, office modernization and data organization for enhanced productivity.

CONTACT

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EDUCATION

2022 Bauan Technical High School
Senior High School

2016 Sta. Teresa College
Junior High School

SKILLS

- Word processing
- Maintains confidentiality
- Database Management
- Professional and mature
- Copy Writing
- Google Workspace
- MS Office