

JONAS M. LLAMAS

Data Entry

Garcia St., Barangay Poblacion II, Pagsanjan, Laguna, Philippines
+63 905-790-3687 jonasllamas868@gmail.com

PROFILE

I worked as a local government clerk for nearly 8 years, focusing mostly on data entry and office paperwork. My daily routine was using MS Excel and Word to type in and track purchase orders, supply deliveries, and the compliance records for our entire vehicle fleet. Since I handled about 40 different concerns and requests every day, I learned how to stay patient and organized. Working in government also taught me to follow strict rules and keep data confidential. I am happy to learn your system and keep your data safe and orderly.

Technical Proficiency

- Google Spreadsheet
- Microsoft Excel
- Programming Visual Basic/ Python

Administration and Implimentation

- Data entry
- Document control
- Record keeping
- File management
- Inventory tracking
- Report generation
- Email dispatch

EMPLOYMENT HISTORY

Administrative Clerk

Aug 2018 – July 2026

Municipal Government of Pagsanjan

Rizal St., Barangay Poblacion II, Pagsanjan, Laguna, Philippines
(049) 501-3544

Duties and Responsibilities

- Manage end-to-end purchase requests and purchase orders.
- Coordinate insurance and registration for the municipal government fleet.
- Maintain detailed repair and maintenance history records for all vehicles.
- Receive, inspect, and log incoming deliveries of office supplies.

Clerk (Contractual)

Sept 2015 - March 2016

E-Home Improvement Center Inc.

National Highway, Brgy. Pagsawitan, Santa Cruz, Laguna, Philippines
(049) 808-3536, (049) 808-5436, or (049) 808-5622
ehome_ic@yahoo.com

Duties and Responsibilities

- ·Verify sales data accuracy by cross-checking cash register logs against inventory.
- ·Prepare simple daily, weekly, and monthly sales summary reports for management.
- ·Record and log all daily sales transactions into the accounting system.

LEARNING AND DEVELOPMENT TRAINING PROGRAM

FOUNDATION OF DATA

Data Analytics
Coursera - Google

August 2026

PROCUREMENT MODES AND EVALUATION

Philippine Association of General Services Officer
15th Regional Convection
The Bayleaf Hotel, General Trias, Cavite

Sept 2023

EDUCATIONAL BACKGROUND

Computer Programming and System Design

AVM Foundation
Rizal St., Barangay Poblacion I, Pagsanjan, Laguna, Philippines

REFERENCE

Febralyn Q. Molon

BAC Head
Municipal Government of Pagsanjan
quelistefebralyn06@gmail.com
+63 905-790-3687

Ronald Manalo

Finance/ Head Manager
E- Home Improvement Center Inc.
+63 923-673-2496

Mc Roger Mher De Guzman

MIS Support Staff (COS)
Department of Agrarian Reform
+63 976-567-4170