

SHAIRA MAE ALMASCO

Data Entry Specialist

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PROFESSIONAL SUMMARY

Data Entry Specialist with over 2 years of experience in supply chain back-office operations. Handled daily encoding of purchase and distribution records using HD POS ERP, prepared reports in Excel and Google Sheets, and made sure all data was accurate and organized. Recently completed a TESDA certification in Virtual Assistant Services. Can work independently with minimal supervision.

WORK EXPERIENCE

Divi Holdings, Inc. — Office Staff / Data Encoder

Sep 2022 – Feb 2025

- Encoded 20 to 50 purchase receiving and distribution records daily using HD POS ERP, maintaining accurate item quantities, pricing, and total purchase values for all supplier deliveries.
- Prepared daily transaction reports in Google Sheets and Excel for purchasing staff, brand managers, and head office to support monitoring and decision-making.
- Resolved transaction discrepancies with the accounting and warehouse teams, and generated barcode labels to streamline inventory identification.

Department of Labor and Employment — Enumerator / Encoder

Aug 2019 – Dec 2019

- Conducted field surveys on family and child labor profiling across LGU areas, encoding data accurately for official government reporting and meeting all submission deadlines.
- Coordinated with LGUs on project logistics, supported job fair administration, and ensured timely documentation of all project outputs.

Walmart Department Store — Promodiser

Mar 2017 – Nov 2017

- Promoted clothing brand through customer engagement and recommendations; conducted stock inventory and monitored product availability to support sales tracking.

SKILLS & COMPETENCIES

Tools: Microsoft Excel (formulas, reports), Word, PowerPoint, Google Sheets, Google Docs, HD POS ERP

Administrative: Data entry & record keeping, email management, calendar management, online research

Soft Skills: Attention to detail, cross-department coordination, time management, written communication

CERTIFICATIONS

Virtual Assistant Services Level II — TESDA Women's Center, Taguig City *2026*

English Language A2 Level — National Language Skills Center, Taguig City *2026*

Computer System Servicing NC II — Atec Technological College, Bulacan *2016*

EDUCATION

La Consolacion University Philippines — **BS Computer Science (Graduated)** *2017 – 2019*

Kolehiyo ng Guiguinto — **BS Computer Science (Transferred to La Consolacion)** *2012 – 2014*