

Zandro Paulo Domling

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EXPERIENCE

Data Entry Specialist, Analyst

Toymate

June 2022 - January 2025, Australia

- Maintained strict confidentiality of sensitive information, adhering to established guidelines and protocols.
- Completed data entry tasks with accuracy and efficiency.
- Compiled data and reviewed information for accuracy prior to input.
- Processed SEO efficiently in reports.
- Loss prevention measures.
- Applied Google Analytics to effectively track and interpret web traffic patterns.

Associate - Customer Support

Sutherland Global Services

January 2018 - December 2021, Legazpi City, Albay

- Resolved customer inquiries by providing expert support through CRM systems, resolving technical and billing issues.
- Email and chat support

Data Entry Specialist

Chat smith Online Services

January 2017 - December 2017

- Maintained strict confidentiality of sensitive information, adhering to established guidelines and protocols.
 - Compiled data and reviewed information for accuracy prior to input.
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EDUCATION

Political Science

University of the Cordilleras • Baguio City • 2015

SKILLS

Technical Skills:

- CRM Tools: Salesforce, BigCommerce, Adyen, Ekata
- SEO: Google Analytics

Backend:

- Data Entry, SEO, Loss Prevention

Hard Skills:

- Language Proficiency(English)
- Microsoft Excel (Pivot Tables, Vlookup)