ALYSSA LYN JECOMO
FORMER DATA ENTRY VERIFICATION OPERATOR

SUMMARY

Detail-oriented and dedicated data entry and verification operator with 6 months of data verification experience and 1 year in data encoding. Skilled in document verification, technical issue resolution, and office task management. Adaptable and eager to learn in a new work environment. I view every challenge as an opportunity for personal and professional development, committed to contributing to success through continuous improvement.

CONTACT

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San Pedro, Laguna

EDUCATION

AMA COMPUTER LEARNING CENTER   **2017 - 2019**
INFORMATION COMMUNICATIONS AND TECHNOLOGY

- Computer Systems, Hardware and Network
- Communication and Internet Ethics

SAN PEDRO COLLEGE OF BUSINESS ADMINISTRATION   **2019 - 2022**
BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

- Computer Hardware and Software
- Programming Languages and Data Science
- Visual Graphic Design

WORK EXPERIENCE

DATA ENCODER   **2023 - 2024**
EDS Accounting Services

- Entering data from various source documents into spreadsheets.
- Transcribing data from handwritten documents or physical forms into digital formats.
- Scanning and converting physical documents into digital formats.
- Ensuring proper organization and labeling of data files.
- Removing duplicate or outdated records.

DATA ENTRY AND VERIFICATION OPERATOR   **2024 - 2024**
Cappersoft

- Identifies and confirm the type of document (e.g., ID card, passport, address proof).
- Input document details (name, ID number, date, etc.) into the system.
- Ensure the data entered matches the document.
- Ensure the document is not fraudulent or expired and compare document data.
- Audit the entered data to identify potential mistakes or mismatches.
- Match the address provided with official proof like utility bills or bank statements.

SKILLS & CERTIFICATES

Skills: Data typing, Document Verification, Computer Troubleshooting, Graphic Design, Programming Languages

CERTIFICATES

- "Building Cross-Platform Mobile Apps using Xamarin.Forms" Seminar
- "Google Map API" Seminar
- "Zuitt Coding Bootcamp: Data Visualization" Free Workshop