

RUSEL M. MANDAP

307 Brgy. Dela Paz, Tarlac City

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Website Portfolio: <https://rusel28.github.io/my-portfolio>



OBJECTIVE:

To join dynamic organization and handle challenging position that best suits my qualification and acquire the training and experience needed for the future advancement.

SKILLS:

- Good verbal and written communication skills
- I am motivated and always willing to learn new things.
- Organized, Adaptable and Compassionate.
- Collaborative and able to work in teams or groups.
- Proven experience as data entry clerk
- Fast typing skills: Knowledge of touch-typing system is strongly preferred.
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Basic understanding of databases
- Great attention to detail

Software skills:

- **Programming language:** HTML5, CSS, JavaScript, PHP
 - **Framework:** CakePHP, ReactJS
 - **Application:** Adobe Photoshop, MS Office
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Educational Background:

Tertiary Education:

Tarlac State University

Bachelor of Science in Information Technology Major in
Technical Service Management
San Vicente, Tarlac City
(2017 – 2021)

Secondary Education:

Tarlac National High School (Annex)

Brgy. Maligaya, Tarlac City
(2007- 2011)

Primary Education:

San Miguel Central Elementary School

San Miguel, Tarlac City
(2000- 2007)



Personal Information:

Age	:	30
Birthdate	:	February 28, 1995
Birthplace	:	Tarlac City
Gender	:	Male
Civil Status	:	Single
Nationality	:	Filipino
Religion	:	Baptist

WORK EXPERIENCE:

DATA ANNOTATOR SPECIALIST



Inteligencia BPO LLC – Groundspeed Department

 September 2021 – March 2022  Matatalaib, Tarlac City

- Processing insurance file.
- Fixing financial data of an insurance policy, accurately capturing information, and fixing messed up files using excel manipulation functions.

PHOTO EDITOR



Inteligencia BPO LLC – Gordon Companies Inc.

 April 2022 – September 2022  Matatalaib, Tarlac City

- Removing and changing background, resizing, fixing some inappropriate detail, and color of the image.
- Coordinate with the client and the team members on how to execute the project.
- Assign projects to members and keep track of the deadlines.
- Review photos, edit and make necessary changes.
- Manipulate photos to achieve highest quality using the Adobe Photoshop.

DATA ENTRY SPECIALIST

Inteligencia BPO LLC – Weissman Attorneys at Law

 September 2022 – April 2023  Matatalaib, Tarlac City

- Processing and reporting of incoming and outgoing real estate documents.
- Transfer data from paper formats into computer files or database systems using Soft Pro, Green folder, and PT-61 systems.
- Type in data provided directly from client.
- Verify data by comparing it to source documents.
- Update existing data.
- Sort and organize paperwork after entering data to ensure it is not lost.
- Working with title companies, internal customers, and attorneys in a fast-paced, team environment.

TITLE PLANT INDEXER



Beyond Limits Outsourcing Solutions – Vikings Department

 July 2023 – March 2024  Clark Angeles City, Pampanga

- Awarded “Employee of the Month” for the month of December in 2023.
- Examining real estate documents and extracting relevant information such as property descriptions, legal descriptions, and ownership details.
- Entering data accurately into a computer system, ensuring that it is organized in a logical and accessible details.
- Updating and maintaining title plant records, including deeds, mortgages, liens, and other legal documents.

DATA PROCESSING REPRESENTATIVE

Swak BPO – John M Glover Department

 March 2024 – Present  Clark Angeles City, Pampanga

- Processing insurance files.
 - Examining insured and certificate holder relevant information such as insured name, coverage, certificate holder name, address and other descriptions.
 - Main task issuing insurance certificates.
 - Processing renewal documents.
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REFERENCES:

Regienald Saet

Service Delivery Manager

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Ian Joseph M. Agapito

Senior Team Leader

Intelegencia BPO LLC

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I hereby certify that the above information is true and correct to the best of my knowledge and belief.

RUSEL M. MANDAP

Applicant