



ALCHER A. CATUBIG

COMPUTER ENGINEERING

OBJECTIVE

A college graduate obtaining a position where i can apply experience and studies or skills in developing, exploring the realm of computer-related fields, and problem-solving to contribute to innovative projects and further develop my technical expertise.

Work Experience

Visayan Electric Company

Documentation Staff

- Performed **document scanning and documentation** of customer records, including account details and billing information, converting them into secure digital formats.
- Organized and maintained both physical and digital files to ensure proper documentation, easy retrieval, and efficient data management.
- Ensured accuracy, confidentiality, and compliance with company standards in handling customer information.
- Supported overall office operations by assisting in data entry, record-keeping, and documentation-related tasks.

References

Ella Ephalyn A. Tabada

09177733602

- Shared Services Center Supervisor
- Document Management Section

 09702185327

 alchercatubig1@gmail.com

 A.S Fortuna, Banilad,
Mandaue City

Education

CITE TECHNICAL INSTITUTE

Diploma In Computer Engineering Technology
(2021-2024)

Saint Peter Academy of Alegria Inc.

Secondary Education
(2014-2020)

Lepanto Elementary School
Elementary Education
(2009-2014)

SKILLS

Can work under pressure

Teamwork and Collaboration

Adaptable Set Management

Communication Skills

Can Do Ordinary things
Extraordinary Well

Willingness to learn

Detail Oriented