

Contact

www.linkedin.com/in/almar-daiz-542724294 (LinkedIn)

Top Skills

Online Data Entry
Microsoft Excel
Encoding

Almar Daiz

Data Encoder
Pampanga, Central Luzon, Philippines

Summary

I work as Data Encoder for 2 years.

The work usually managing documents by organizing forms, making photocopies, filing records.

Prepared source data for computer entry by compiling and sorting information.

Efficient and detailed-oriented Encoder with 1 year of experience in assessing and inputting data.

Accuracy driven when reviewing information before entering to identify errors or issues.

Independent and organized in managing workload effectively to complete projects on time.

Experience

House of Representatives- Philippines
Data Encoder

House of Representatives- Philippines
Data Encoder
November 2022 - December 2023 (1 year 2 months)
Pampanga, Central Luzon, Philippines

Education

ACLC College