



DOLLYN VILLA

DATA ENCODER

CONTACT

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📍 Compania St. Molo, Iloilo City

EDUCATION

2012 - 2016

COLEGIO DEL SAGRADO CORAZON
DE JESUS

- Bachelor of Science in
Hospitality Management

2008 - 2012

ILOILO CITY NATIONAL HIGH
SCHOOL

SKILLS

- Excellent typing skill
- Computer literate
- Teamwork
- Time Management
- Attention to details
- Basic software knowledge
- Organizational skills

LANGUAGES

- English (Fluent)
- Tagalog (Fluent)

PROFILE

I am organize and detail oriented data encoder, with over 5 yrs of experience in data encoding and customer service. I have knowledge on how to accurately encode data in system while also providing a good customer service.

WORK EXPERIENCE

Western Visayas Medical Center

2023 - PRESENT

Administrative Aide III

- Responsible for distributing supplies in different department in the hospital through papers.
- Encode petty cash items, and returned receiving copy of distributed supplies from different hospital department through Microsoft spreadsheet and excel.
- Monitor quantity of supplies.

Medicus Medical Center, Inc.

2017 - 2023

Inventory Clerk

- Accurately encode data into the hospital system, ensuring that all information is entered correctly and in a timely manner.
- Detail-oriented data encoder
- Ensuring all records are up-to-date and easily accessible.
- Collaborate with team members to ensure data accuracy.
- answering phone calls from suppliers.

Burger King Iloilo

2016 - 2017

Cashier/ dining staff

- Processing sales transactions and taking payments.
- Calculating the cost of products.
- Greet customers and provide excellent customer service.

REFERENCE

Sharah Marie Locsin

Inventory supervisor

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Ma. Tita Degala

Procurement & Central warehousing

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