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**201 Government Building 14 A Street**

**Al Badaa, Dubai**

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[**argel.razon@gmail.com**](mailto:argel.razon@gmail.com)

**ARGEL RAZON**

**Career Objective**

**To work in a progressive company where my skills, knowledge and abilities will harness and develop into full potential.**

**Professional Experience**

**Data Encoder**

**Phil Health Caedo Batangas**

**May 2018 – November 2019**

**Duties and Responsibilities:**

* Accurately and efficiently encode all data that needs organizing and recording
* Confirm that entered data accurately aligns with original documentation
* Assure files are properly prepared and saved to backup drives
* Self-audit your work checking for errors or duplication
* Report any major errors or inconsistencies to upper management

**Office Staff**

**Accenture Manila**

**March 2017 – March 2018**

**Duties and Responsibilities:**

* Communicate with individuals related to his/her work, like the employees and customers
* Explain or disseminate information to other office personnel
* Update and maintain database, mailing, inventory, and filing systems, either by using computers or manually
* Take messages, direct calls, and answer telephone calls

**Special Skills**

* Good communications skills
* Able to function in an independent as well as team.
* Computer literate with experience using Microsoft Suite and other data entry programs (Excel, Access)
* Can encode data with speed and accuracy
* Ability to quickly process and organize information

**EDUCATION**

**“Bachelor of Science in Information Technology”**

**Year (2013 – 2017)**

**Lemery Colleges, Lemery Batangas**

**Training Attended**

**“Batangas Information Technology Data Encoding”**

January – February 2017

Making IT Better Batangas

**“Laguna Computer Typing Speed”**

January – March 2016

Colegio de San Juan de Letran Laguna

**Personal Data**

Date of Birth : October 08,1995

Civil Status : Single

Height : 5’6

Citizenship : Filipino

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

**Argel Razon**