



# Joel Ambata

## Data Entry / Virtual Assistant

### PROFESSIONAL SUMMARY

Detail-oriented professional with experience in records management, Microsoft Office, and customer service. Frequently praised as hard-working by peers, I can be relied upon to help your team achieve its goals.

Your paragraph text

### CONTACT



+639750980827



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149 Halang,  
Amadeo, Cavite

### EDUCATION

**Cavite State University**  
*Certificate in Computer Technology*

1997-2000

**The Bethel**  
**Educational Support and Technology of Dasmarias, Cavite. Inc.**

*Graphic Arts NC III*  
*(Awarded Best in Photo Manipulation)*

October 22, 2017

### WORK EXPERIENCES

**Data Processing Associate**      **September 2020 - April 2022**  
**Appen Services Philippines**

- Performs Data Annotation and Segmentation. Familiar in
- Data, Image, 3d Lidar Annotation, Transcription.

**Freelance Virtual Assistant**      **Jan 2020 - Sept 2020**

- Performs data research in a real estate company
- Provides basic information such as Owner's Name, Contact number, and other necessary data
- Creates a spreadsheet that contains necessary information and updates a system called Salesmate.

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**Logistics Assistant**      **Jan 2019 - Jan 2020**

Wuhan Fiberhome International  
Technologies Philippines Incorporated

- Ensures that all inventory transactions are properly documented in accordance with the policy and procedures
- Monitors and manages Daily Contractors Work Reports (DCWRs) and Handover Report; Organizes and maintains records of inventories up to date and makes sure Handover must be equal to the disbursement
- Compilation of Daily Productivity Report / scanning of Handover and Filling of Handover Report in a daily manner
- Assists the warehouseman in the allocation of materials to be distributed amongst the area and communicates with stockman in (other areas) for possible borrowing of materials
- Must keep the warehouse well organized, clean, and in order
- Ensures to provide accurate information, validates the completeness of DCWRs and Handover Report
- Responsible for reconciling stocks and materials using the completed DCWRs of all technicians
- Informs the Team Leader for possible depleted materials
- Flexible at all times, especially during emergencies and rescue/deployment in other areas
- Has strong organizational skills and attention to details.

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# SKILLS

Knowledge in Adobe  
Photoshop 5  
Google Workspace  
Microsoft Office  
Microsoft Excel  
Data Annotation  
Document Scanning  
Multitasking  
Word Processing  
Email Management

# WORK EXPERIENCES

Production Helper  
Unilever Philippines Corp. (HRTA manpower) May 2018 - Jan 2019

- Assists the operator in the day-to-day operation such as palletizing and other production. duties.

Email Support Representative  
Task Us Inc. Nov 2016 - Dec 2017

- Provided timely and accurate support to customers via email. Ensured customer satisfaction by responding promptly to
- inquiries. Maintained a high level of customer satisfaction by providing friendly and helpful support.
- Adhered to internal policies when handling sensitive data or information.

Statistical Researcher  
Philippine Statistics Authority,  
Trece Martires City Jan 2016 - Feb 2016

- Conducts enumeration and survey of sample households for Labor Force and
- Family Income and Expenditures 2nd visit 2015.

Enumerator  
Philippine Statistics Authority  
Trece Martires City Aug 2015 - Oct 2015

- Conducts enumeration and survey of households for Population Census 2015
- Maintained accurate records of all interviews conducted in the field..

Cypress Manufacturing Limited  
(Basic and Automated Systems and Clinics Inc.) Feb 2011 - Oct 2011  
Gen. Trias

- Performs machine set-up, conversion, and preventive maintenance
- Assists other machine hard down.