

Rosalyn C. Caña
South City Homes Biñan, Laguna
Email address: rosallyncana122@gmail.com

Dear Hiring Manager,

I am writing to express my interest in the Data entry/office staff position at your company, as advertised on Jobstreet. With my extensive experience in data entry and management, along with my proficiency in Excel, Google Docs, and other similar data management tools, I am confident in my ability to contribute to your team and exceed your expectations.

Upon reviewing the job description, I was thrilled to find that my skills and qualifications align perfectly with the requirements of the position. I have a proven track record in efficiently and accurately entering and managing data, ensuring data integrity and confidentiality. My experience includes handling various types of data, such as financial records, customer information, and inventory data.

In addition to my technical skills, I possess strong English and communication skills, both written and verbal. I am known for my attention to detail, organizational skills, and ability to meet deadlines. I am also highly proficient in internet research and possess excellent problem-solving abilities. Moreover, I am committed to providing exceptional customer service and strive to respond to clients within one business day.

Furthermore, my educational background in Information Management and my membership in the College of Information Management Organization have equipped me with a solid foundation in computer applications, including Microsoft Office, as well as basic accounting procedures. Additionally, my recent training at Gideon Korean School has enhanced my language skills in Korean.

I am confident that my skills and experience make me a strong candidate for the Data entry/Office staff position at your company. I am excited about the opportunity to contribute to your team and help streamline data management processes. I am eager to discuss how my qualifications align with your needs and how I can contribute to the success of your organization.

Thank you for considering my application. I have attached my resume for your review. I would welcome the opportunity to further discuss my qualifications and how I can add value to your team. I can be reached at rosallyncana122@gmail.com . I look forward to the possibility of contributing to your company and being a part of your dynamic team.

Sincerely,

Rosalyn C. Caña

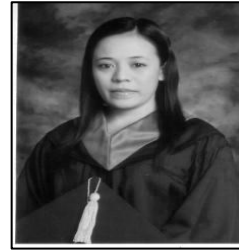
Rosalyn C. Caña

Blk 31 Lot 14 Tagbilaran St.

South City Homes Biñan, Laguna

Email address: rosallyncana122@gmail.com

Contact #: (0945)-3610-643

**EDUCATIONAL ATTAINMENT**

2001-2002	Elementary Graduate South City Homes Academy, Biñan, Laguna
2002-2006	High School Graduate South City Homes Academy, Biñan, Laguna
2006-2008	Associate in Computer Technology La Consolacion College, Biñan, Laguna
2008-2012	Bachelor of Science in Information Management (Undergraduate) Thesis "Computerized Payroll System for Family for Christ Academy" La Consolacion College, Biñan, Laguna

Membership / Affiliations**College of Information Management Organization**

La Consolacion College

President

2010-2011

ON THE JOB TRAINING**The Medical City**

Corporate Services

April 15– May 15, 2009

Corporate Services Department

Position: Trainee

Scope of Responsibilities:

- ❖ Checking of allowances for the employees
- ❖ Prepares list of stockholders for the distribution of dividends
- ❖ Encodes account data for stockholders
- ❖ Distributes meeting invitations to the stockholders and doctors.
- ❖ Assist in giving out some documents needed by other departments.
- ❖ Checking of all dividends that have been release.

WORK EXPERIENCE**Netlpay(work from home set-up)(outsourcing)****Position: Ops Specialist**

Feb 2023 – August 5 2024

- Encoding
- Bank Reconciliation

Imagenet Inc. Philippine

Department: Pssd/Nhc

Position: Data Lifter

August 15, 2016- January 15, 2017

Scope of Responsibilities:

- ❖ **Data Lifting/Image Annotation**

Philippine Postal Corporation

Department: Office of the Auditor

Position: Contract of Service

September 10, 2013-december 31, 2013

Scope of Responsibilities:

- ❖ **Receiving Files (Ongoing and Outgoing communication, Official Receipt)**
- ❖ **Encoding data (Excel and Ms Word)**
- ❖ **Faxing and Xerox data**

Gerbon Realty Estates

Position: Office Staff (Part-Time)

August 19, 2008 – September 23, 2010

Scope of Responsibilities:

- ❖ **Receiving Payment from Client**
- ❖ **Encoding Client Data Information**
- ❖ **Balance Sheet, Creating Allowance**

PERSONAL BACKGROUND

Birthday : August 06, 1988
Age : 36 yrs.old
Birthplace : San Juan Manila
Civil Status : Single

CHARACTER REFERENCES

Maharlike Galola

Colleague

09770355917