



NISHA



EDUCATION

Bachelor of Science in Civil Engineer

2021 - 2023

2019 - 2021

National High School

2015 - 2019

EXPERTISE

- Computer Literacy
- Canva
- Data Encoder
- Digital Marketing
- Ecommerce
- Management
- MSOffice(Word,PPT,Excel)
- Research
- Online Selling Platform

LANGUAGE

- English
- Tagalog

PROFILE

Dedicated and detail-oriented with over 3 years of experience in office administration and customer service. Proficient in managing schedules, handling client inquiries, and streamlining office operations. Seeking to leverage my skills and experience to contribute to a dynamic and growing organization.

WORK EXPERIENCE

Data Entry

- Checked for accuracy by verifying data and records.
- Utilized techniques for increasing data entry speed.
- Responsible for accurately inputting and organizing data into our systems.
- Administrative Task

Teller/Logistic

- Serves customers by completing account transactions, information and managing documents.
- Recording of customer data.
- Managing Inbound/Outbound orders.

Service Crew

- Cashier.
- Assisting and serving customers.
- Processing orders dine-in, take-out and online.

REFERENCES