



# NISHA

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## EDUCATION

### Bachelor of Science in Civil Enginner

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2021 - 2023

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2019 - 2021

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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

2023 - 2024

### 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

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2021 - 2023

### Teller/Logistic

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

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2019 - 2020

### Sevice Crew

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

## REFERENCES

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