



# LLOYD V. DAJAO

“To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills to my living while making a significant contribution to the success of the company”.

## Contact

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## Skills

Communication Skills



Technical Writing Skills



Microsoft Office Skills



Business Process Management



Data Structure / Creativity



Organizational



Strategic Planning



Data Entry



## About Me

- Age : 37 yrs. old
- Birthdate : April 7, 1986
- Birth Place : Balud, Masbate
- Civil Status : Married
- Height : 5’7 ft.
- Weight : 75 kgs.
- Religion : Born Again Christian

## Education

### Diploma in Computer Studies

ACE – Masbate (2003-2006)

### Bachelor of Secondary Education (Major in English)

BMC – Masbate (2008-2010)

## Work Experience

### Al Musbah Int’l Trading Co. – Jeddah, K.S.A.

#### Data Entry/Processor (2012-2021)

- Provides administrative support for the capture and transfer of information for storage, processing or transmitting.
- Entering information into computer system, checking data for accuracy and performing other office administrative tasks.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry. Reviewing data for deficiencies or errors.

#### Warehouse In-Charge

- Managing warehouse in compliance with company’s policies and vision.
- Overseeing receiving, warehousing, distribution and maintenance operations.
- Setting up layout and ensure efficient space utilization.

#### Logistics Coordinator

- Safely and efficiently performs assigned processes to meet the required daily logistics activities. Compiles carrier and route assignments.
- Tracks, traces, and updates the status of shipments.

#### Production In-Charge

- Completes production plan by scheduling and assigning personnel, accomplishing work results, establishing priorities, monitoring progress, revising schedules, resolving problems, and reporting results of production summaries.

### Commission on Elections - Balud, Masbate

#### Election Administrative Assistant (2009-2011)

- Performs duties related to information/data processing and the operation of computer and associated peripheral equipment.

### National Statistics Office – Balud, Masbate

#### Computer Operator (2008-2009)

- Prepares, compiles, and sorts documents for data entry. Verifies and logs receipt of data. Transfers information from paper formats into computer’s Database.

## Character References

1. Mr. Tamer Ramzy - +96 56 441 1657
2. Mr. Kiyas Khaleel - +96 54 387 1052