



## CONTACTS

+639226310525  
[umbetsantoyo1582@gmail.com](mailto:umbetsantoyo1582@gmail.com)  
B-119 Sambat, San Pascual  
Batangas, PHILIPPINES 4204

## SOFTWARES

MS Word  
MS Excel  
MS PowerPoint  
MS Movie Maker  
Adobe Photoshop

## LANGUAGES

Filipino  
English

## STRENGTHS

Creative  
Effective  
Team Player

## HOBBIES

Capturing moments  
Island hopping  
Feeling the music  
Movie buff

## CAREER OBJECTIVE

Detail-oriented data entry personnel with over 9 years of experience. Strong understanding of various data capturing databases for a comprehensive, truthful and classified information. An excellent team-player who thrives under pressure. Driven to succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and help to achieve organizational goal.

## EMPLOYMENT RECORD

**2014 – 2024**     **Distributor Business System Encoder**  
**McKenzie Distribution Company, Inc.**

### Job Purpose

- Reviewing and entering data information into the appropriate databases.
- Monitoring and updating existing data when required.
- Verifying data through source documents.
- Send systems data on a weekly and monthly basis to head office for consolidation of national sales.

### Accountabilities

- Complete and accurate entry of data.
- Confidentiality of data information.
- Update item, salesman and customer master list.

### Other Related Tasks

- Carrying out basic quality checks of product before distribution.
- Reporting on defective products.
- Checking stocks level for proper inventory consolidation.

**2009 -2014**     **Secretary**  
**RURAL COUNCIL**

### Duties and Responsibilities

- Keep custody of all records of the Rural Council and the assembly meetings.
- Assist in the preparation of all necessary forms for the conduct of elections, initiative referenda or plebiscites in coordination with the commission on election.
- Assist the municipal civil registrar in the registration of birth, death and marriages.
- Keep an updated record of all the inhabitants of the community.

## EDUCATION

**2005**     **Associate in Computer System & Network Technology**  
AMA Computer Learning Center  
Batangas City, PHILIPPINES