



ERIC FABRO

SUMMARY

Self-independent, reliable, dedicated to work and friendly individual who works hard to achieve his goals With 16 years of experienced as an English Typist (Senior Associate) in one of the BIG 4 auditing firm Ernst & Young. My primary career goal is to share skills, implement and be part of a dynamic team with right vision and mission for the company.

CONTACT

✉ eric.fabro@yahoo.com

☎ +965 66520422

📍 Salmiya, Kuwait

PERSONAL DATA

US Visa: B1/B2 M
Valid: September 2027

Canada: ETA J524652598
Valid: 5 June 2028

SKILLS

- Certified Data Entry Specialist
- Typing speed 60wpm
- Administrative Assistance
- Proficiency in Outlook, Microsoft Edge, Google Chrome, Windows, MS Office Applications
- Adobe Acrobat
- Computer Layout Graphics using CorelDraw12 and Photoshop CS
- Video editing using PowerDirector
- Freelance Photographer
- Attention to details

EXPERIENCE

English Typist / Data Entry Specialist

Ernst & Young

Kuwait City

12 May 2007 – present

Job Description:

- Provide supports to management team and related engagement personnel mainly the Assurance Department.
- Responsible for preparing skeleton for the current year financial statements for the client.
- Assists our auditors in implementing the quality of audit reports, financial statements including but not limited to comprehensive statement of income, comprehensive balance sheet information, comprehensive cash flows and notes to the financial statements.
- Formatting and assisting our coordinators and auditors in preparing the engagement letters, reports, proposal letters and bank confirmations for our prospective and existing clients.
- Preparing and manually entering the figures of financial statements past and current years such as: comprehensive statement of income, comprehensive balance sheet information, comprehensive cash flows and notes to the financial statements.
- Other administrative duties

Computer Graphics Designer

Trident Kuwait Copy Center

US Military Base - Camp Arifjan, Kuwait

Feb. 13, 2006 - April 2007

Job Description:

- Creating and producing images and logos
- Creating layouts for magazines, newsletters, newspapers, brochures, business cards flyers and letterheads.
- Creating promotional displays including signs and signage systems for public exhibition.

TRAINING CENTER SUPERVISOR**Hands-On Computers Davao**

ASAJE II Bldg., San Pedro St., Davao City, Philippines

May 20, 1999 – April 15, 2002

Job Description:

- Conduct training for the new applicants to become an effective data entry specialist and data encoder to be assigned in a messaging company.
- Supply, installation integration and support of computer parts and accessories, provide related customer and technical support, guidance and training.
- Maintain, setup and update all computer systems, software, hardware and local area network.
- Troubleshoot and assist personnel on any technical problems and inquiries that may arise.

DATA ENTRY OPERATOR / COMPUTER LAYOUT ARTIST**People's Daily Forum (Daily Newspaper)**

Pichon St., Davao City, Philippines

October 10, 1997 – September 15, 1999

Job Description:

- Responsible in making of templates, concepts, designs and layout of daily newspapers using Apple Macintosh Pagemaker, Coreldraw and Photoshop.
- Receiving and encoding all in coming news articles and reports from field reporters to be published in the newspaper.

TRAININGS AND SEMINARS ATTENDED**Behavioral Ethics**

National Registry of the CPE Sponsors

18 May 2022

Data Oversharing – Global

Ernst & Young Global Limited

15 February 2022

Personal Development

National Registry of the CPE Sponsors

23 September 2021

Specialized Knowledge

National Registry of the CPE Sponsors

22 September 2021

(Inclusive Leadership for All –

Course 3: Building a Sense of Belonging for All

Auditing

National Registry of the CPE Sponsors

21 September 2021

(Understanding and Effectively Applying

the Concepts of Audit Sampling in the

Audit Strategy

General Data Protection Regulation Training Course

Ernst & Young Global Limited

13 June 2019

	<p>Conflict of Interest Ernst & Young Global Limited 30 April 2019</p> <p>Password Management – EMEIA Ernst & Young Global Limited 26 November 2018</p> <p>Anti Bribery and You Ernst & Young Global Limited 6 February 2018</p> <p>Management Advisory Services National Registry of the CPE Sponsors 13 September 2017</p> <p>Phishing – EMEIA Ernst & Young Global Limited 11 January 2017</p>
	<p>EDUCATIONAL BACKGROUND</p> <p>University of Mindanao Davao City, Philippines</p> <p>Bachelor of Science in Commerce major in Management (undergraduate) Year: 1999-2000</p> <p>Asian College of Science And Technology (ACSAT) Prudential Bank Bldg., Aurora Blvd., Cubao, Quezon City, Philippines</p> <p>Computer Science Technology Year Graduated: March 1997</p> <p>Electronics Technician Year Graduated: March 1995</p>