



Christopher John A. Adoc

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CAREER SUMMARY:

A hardworking individual, team-player, multi-tasking, has wide range of skills, flexible and self-motivated. Able to work under pressure on a busy environment, willingness to learn and develop more skills that will benefit both the company and self. Currently looking for a suitable position with a reputable company that will fit my qualifications.

WORK EXPERIENCE:

COMPUTER DATA ENTRY OPERATOR – CONTRACTS

Destinations of the World – JLT, Dubai, UAE

March 2013 - Present

- Mine data from primary and secondary sources; FIT contracts, tours and transfers contracts, official website
- Load contract details in the Dotw.Connect Online System
- Calculate offers/promotions received from supervisors and contract managers; directly load into the system
- Create hotel profiles and update necessary information like property name, description, images and amenities
- Action stop sales, open sales and update other important details as requested
- Answer queries on rate disputes, contracted conditions and other details needed to resolve issues
- Recheck data loaded in the system for an error free result
- Perform other related duties as assigned

CUSTOMER SERVICE CUM DATA ENTRY

Komalas PTE LTD., Singapore

August 2011 - December 2012

- Interact with customers to provide information in response to inquiries about products and services plus handle complaints
- Writes up order, mails catalog, samples, price quotations
- Respond to customers' requests via telephone or mail
- Prepare and forward preliminary paperwork for order processing
- Encode staff data, financial reports, and orders by instruction of the manager
- Perform other allied duties as assigned by the manager

OFFICE ASSISTANT/TEACHER

Tanauan North Central School, Tanauan City, Batangas

February 2007 – June 2011

- ❖ Teaching from 8:00 am until 11:00 am (Monday-Thursday)
 - Teach two subjects; English and History, track pupils performance and record their achievement and progress using excel.
- ❖ Officer in charge on the office of the district supervisor from 12:00 pm until 5:00 pm
 - Filing and organize teachers and pupils data per school
 - Answer incoming calls then forward to the designated staff; make outgoing calls as per supervisor instruction
 - Receive, log in, and distribute incoming documents and correspondence and ensure proper circulation to different departments
 - Prepare payroll of teaching & non-teaching staff
 - Assist the superior on the preparation of conferences and programs
 - Ensure cleanliness and orderliness of the office before and after work

TEACHER / DATA ENTRY CLERK

Don Julio Leviste MVHS, Malvar, Batangas

November 2001 - February 2007

- ❖ Teaching schedule from 7:30 am until 12:00 am (Economics, History, Technology and Livelihood Education and Physical Education)
- ❖ Office duty from 1:00 pm to 5:00 pm
 - Receive incoming letters, memos, reports, supplies and equipment from the division office and forward to the designated staff
 - Assist on the preparation of conferences and programs
 - Encode reports, correspondents and memorandum made by the school principal
 - Record profiles of student, teaching and non-teaching staff
 - Prepare the conference room for teaching and non-teaching staff meetings
 - Constant check-up of computer hardware and software and troubleshoot when needed

PRODUCTION OPERATOR

Pilipinas Kyohritsu INC., Lipa City, Batangas

June 1999 – October 1999

- Prepare the working area before starting work
- Make sure all the parts are complete for distribution
- Support other members working on the conveyor whenever needed
- Deliver defective parts/materials to the designated warehouse staff
- Option-taping the wiring harness for final inspection
- Making sure that the finished product for is free of defects

ACADEMIC QUALIFICATION:**Bachelor in Business Education**

Major in Entrepreneurship minor in Practical Arts

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

June 1993 - April 1999

KEY SKILLS:

Good knowledge in Microsoft Office Application (Word, Excel, Outlook and Powerpoint)

Good knowledge in Computer Hardware and Software Troubleshooting

Good driving skills (motorcycle, sedan and SUV)

Good oral and written communication in English

PERSONAL INFORMATION:

Date of Birth: May 4, 1976

Age: 40

Nationality: Filipino

Religion: Roman Catholic

Passport: EC0716262

Visa: Freezone (transferable), can join immediately