Keith Martin N. Holgado
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PERSONAL INFORMATION

Date of Birth: September 25, 1999
Birth Place: Calatagan, Batangas
Age: 24
Gender: Male
Civil Status: Single
Nationality: Filipino
Religion: Roman Catholic

EDUCATION

2019—2023	College STI College Lipa Lipa City, Batangas, Philippines Bachelor Degree in Information Technology
2017-2018	College STI College Associate in Computer Technologies (ACT) Lipa City, Batangas, Philippines
2015-2016	College Lyceum of the Philippines University College Bachelor of Science in Information Technology (BSIT) Batangas City, Philippines Press Relations Officer Certificate of recognitions awardee

CERTIFICATE

TESDA: Automotive NCI
Batangas City, Philippines 2015-2016

WORKING EXPERIENCE

Product Encoder SPI Food
Corp.
Canlubang, Calamba, Laguna, Philippines March 2018 to
August 2019

- Accurately and efficiently input product-related data into computer systems or databases. This may include product descriptions, prices, quantities, and other relevant information.
- Keep track of product inventory levels and update the system with real-time data. Monitor stock levels and generate reports as needed.
- Verify the accuracy and completeness of data entries. Identify and rectify discrepancies or errors in product information.
- Ensure the integrity and consistency of product data. Regularly update and cleanse the database to remove outdated or irrelevant information.
- Properly categorize products and assign relevant tags or attributes for easy retrieval and searchability.
- Maintain detailed records of product data entry activities. Prepare reports and documentation as required.

- Collaborate with other departments such as sales, marketing, and logistics to ensure that product data is up to date and meets their needs.
- Be proficient in using data entry software, databases, and other relevant tools or systems.
- Balance the need for accuracy with the requirement to input data quickly to meet productivity goals.
- Handle sensitive product information with discretion and maintain data security protocols.

SKILLS

Perseverance;
Speaks both English and Filipino language;
Knowledgeable in Microsoft 365;
Records and file organization;
Data Entry;
Microsoft Access;
Database Management Program: SQL
Programming: Visual Basic;
Blender Animations;
Graphical Media Editing Software: Photoshop, Moviemaker, etc.

REFERENCES

Available upon request.