



# JUDY AUSTERO

## CAREER PROFILE

A highly skilled and experienced professional with over 8 years of combined experience in reception and data encoding. Proven ability to work efficiently under pressure in fast-paced environments. Eager to leverage my skills in a dynamic environment where I can contribute effectively and grow further.

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✉ judy.austero@gmail.com

📍 Al Barsha 1, Dubai, UAE

## EDUCATION

### De La Salle Araneta University

Bachelor of Science in  
Hotel & Restaurant Management  
2007 - 2011

## SKILLS

- Management Skills
- Creativity
- Self Motivated
- Proactive & Hardworking
- Critical Thinking
- Filling Database
- MS Office - Word & Excel
- Data Entry (50wpm)

*Seeking a challenging role where I can leverage my exceptional skills in customer service and data management in a dynamic role to contribute to the efficiency and success of your organization.*

## EXPERIENCE

DATA ENCODER - SAP USER

**Modern Bakery L.L.C**

2021 - 2024

- Collaborate with other departments to gather and verify data requirements.
- Perform data cleansing and validation to ensure data consistency and reliability.
- Input, update and maintain data in SAP system with a high level of accuracy.
- Verify data entries for completeness and correctness, ensuring data integrity.
- Follow data entry procedures and maintain documentation for all data processes.

RECEPTIONIST / ADMIN ASSISTANT

**Al Herini Investments L.L.C**

2015 - 2020

- Maintain the reception area to ensure it is tidy and welcoming.
- Answer and direct phone calls to appropriate staff members.
- Handle inquiries and provide information about the company.
- Perform general office tasks such as filling, scanning, and data entry.
- Support staff with administrative tasks and projects as needed.

OFFICE GIRL

**The Private Office of Sheikha Salama Al Nahyan**

2013 - 2014

WAITRESS

**Fareast Seafood Restaurant and Rocky's Cafe**

2012 - 2013

## LANGUAGE

English  
Tagalog

## REFERENCES

*Available upon request.*