



INFO

Date of Birth August 7, 1992

Gender Male

Nationality Philippines

CONTACT

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EXPERTISE

- Data Entry
- Computer Proficient
- Data Analysis
- Spreadsheets
- Computer Literacy
- Record Keeping
- Data Validation
- System Analysis
- Conditional Formatting

SKILLS

- Multi Tasking
- Food Safety
- Food and Beverage Operations
- Food Service
- Database Management
- Attention to Details
- Data Management
- Organizational Skills
- Data Verification
- Confidentiality
- Analytical Skills
- Typing Speed and Accuracy
- Knowledge of Freight Systems
- Time Management
- Problem-Solving
- Technical Proficiency
- Machine Operation
- Teamwork
- Machinery
- Production Equipment
- Preventive Maintenance

Russel Caguioa

**Data Entry Specialist/Quality
Controller/On-call Waiter/Service
Crew/Production Staff/Machine Operator**

PROFESSIONAL SUMMARY

- Detail-oriented and highly organized Freight Data Entry Specialist with over 11 years of experience in managing and processing freight-related data. Proven expertise in data entry, inventory management, and logistics coordination. Adept at using various software applications to ensure accurate and timely entry of shipping and receiving information. Skilled in identifying and resolving discrepancies, maintaining detailed records, and supporting supply chain operations. Strong analytical abilities combined with a commitment to maintaining data integrity and enhancing operational efficiency.

- The term "service crew" in a restaurant context refers to the team of staff members responsible for various aspects of customer service and restaurant operations. Each member of the service crew has specific duties that contribute to the overall dining experience.

- A factory worker is an individual employed in a manufacturing facility where they perform tasks related to the production of goods. Their duties can vary widely depending on the type of factory and the products being made.

WORK EXPERIENCE

Tamayo's Catering and Josiah's Catering On-call waiter

2010-2011

An on-call waiter catering service is a specialized service designed to provide professional waitstaff for various events and occasions. These services are ideal for people who want to host a gathering without the hassle of managing the service aspect themselves.

Shrinkpack Philippines Corporation Machine Operator

2011

Machine operators perform a variety of tasks depending on the industry and type of machinery they operate.

Preparing machines for operation by installing tools, adjusting settings, and calibrating equipment.

Splash Corporation Production Staff

2011-2012

Production staff have a range of tasks that contribute to the efficient operation of manufacturing or production processes.

Bae Like Restaurant Service crew/Dishwasher

2013

The restaurant service crew is a crucial part of the dining experience, responsible for providing excellent customer service and ensuring that the restaurant operates smoothly.

Freight Process Outsourcing Solutions Inc. Data Entry Quality Controller

2013-2024

A Freight Data Entry Quality Controller is responsible for overseeing the accuracy and integrity of data entered into freight management systems. This role ensures that all freight-related information is correct, consistent, and compliant with company standards and regulatory requirements.

Review Data Entries: Conduct regular audits of data entries to ensure accuracy and consistency in freight documentation, including shipment details, inventory records, and billing information.
Identify Errors: Detect and address discrepancies, inaccuracies, or inconsistencies in data to maintain high-quality records.

EDUCATION

Canumay National High School
Valenzuela, Metro Manila, Philippines
Year Graduated (2011)