

PAOLO CONSON ALQUISALAS

Address : Camp Marina, Brgy. Kalunasan,
Kalubihan, Cebu City
Contact No. : 0945-391-0936
E-mail : alquisalaspaloc@gmail.com



POSITION: Data Entry Specialists

OBJECTIVE

To be able to work with my expertise and prove my capability of working hard with all my knowledge and skills i have.

Personal Particulars

Place of Birth : Cebu City
Age : 31 years old
Date of Birth : June 06, 1988
Nationality : Filipino
Gender : Male
Marital Status : Single
SSS No. : 0629433896
TIN No. : 310462162

Educational Background

Bachelors/College Degree

Field of Study : Bachelor of Science in Information Technology
Institute/University : University of Cebu (main campus)
Graduation Date : Under Graduate, 3rd year as of 2009

Employment History

Girl Scouts of the Philippines

Position Title : Data Entry Encoder

Duration : August 2010 – June 2011
Address : GSP, Camp Marina, Cebu City

Conduent - 8 YRS.
(formerly XEROX of the Philippines)
Position Title : Data Entry Encoder
Duration : December 2011 - PRESENT
Address : 7th flr. Skyrise Alpha, Ayala Business Park
Cebu City

Top Skills

ü Average typing speed per minute
ü knowledge of microsoft office

References

Michael Jacinto
0925 452 6487

Position : Area Sales Manager
Company : Pertua Marketing Corporation
Address : Gorordo Lahug Cebu City

Aida Saromines
255 53 44

Position : RED, Regional Executive Director
Company : Girl Scouts of the Philippines
Address : Camp Marina, Brgy. Kalunasan, Kalubihan, Cebu City

Desiree Campana Binghay
236 19 43

Position : Team Leader
Company : Conduent
Address : 7th flr. Skyrise Alpha, Ayala Business Park, Cebu City