

ARWEN DANIEL I. GARCIA

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WORK EXPERIENCE:

1. Position : **DATA ENTRY OPERATOR/SCANNING OPERATOR**
Employer : **TEJOURY CO. – BAHRAIN BRANCH**
Inclusive Year : Nov. 2019 – up to present

Job Summary:

- a. Prepares, compiles and sorts documents for data entry.
- b. Transfers information from paper formats into computer files using keyboards, or by images thru scanning.
- c. Performs high-volume data entry using word processing, spreadsheet, database or other computer software from clients.
- d. Verifies the data by comparing it to source documents.
- e. Reviews data for errors, missing numbers or information and resolve any discrepancies.
- f. Scan documents using Kodak scanner as per standard procedures.
- g. Prepare documents for scanning without any deviations.
- h. Repacking of scanned documents back to the envelopes/boxes.
- i. Process Inventory & Refile activities using RS-Mobile as per standard procedures.
- j. Maintains a filing system both physical archiving & electronic files and protects confidential client information.
- k. Responds to requests of clients to retrieve data from the database or from the physical archives in the warehouse to be delivered to the client.
- l. Maintains a satisfactory level of quality and productivity per department standards.
- m. Completes additional assigned tasks required.

2. Position : **RECEPTIONIST/ADMIN ASSISTANT at ALBA CLUB, ALUMINIUM BAHRAIN**
Employer : **ALBAIT ALNAQI**
Inclusive Year : Feb. 2017 – July 2019

Job Summary:

- a. Welcomes the Club members and guests by greeting them and determines their needs in a polite and professional manner.
- b. Determines the number of guests if there is any, receives payment for guest(s) and issues receipt.
- c. Monitors the people going in and out through the reception area by making sure they log in their card numbers plus the guests with them in the log in sheet.
- d. Maintaining and organizing the reception by keeping it neat and tidy.
- e. Answers incoming phone calls from inside/outside the company, for bookings of the Club facilities and for the Academies being held inside the Club.
- f. Manages the mail, prints all the important announcements and schedules of conference meetings that will be held inside the club.
- g. Maintains the necessary forms being used on a day to day basis in the reception.

- h. Receives the membership application forms, passes it to the admin for approval and makes the membership cards using the system.
- i. Monitors the petty cash and daily closing sale every day and passes it to the secretary's office every morning.
- j. Responsible for closing the Monthly Revenue for the Academies, making reports and dividing the money as per the percentage in the contract.

3. Position : **SALES ASSOCIATE**
 Employer : **DEBENHAMS (Al Shaya Trading Co. W.L.L.)**
 Inclusive Year : Oct. 2012 – Dec. 2013

Job Summary:

- a. Provides good customer service by greeting customer, having proper knowledge of the merchandise and offering assistance to customers.
- b. Promotes and sells the products offered by the business.
- c. Answers incoming calls in a professional and friendly manner and transfers calls to the proper department.
- d. Handles various forms of payment, processes refunds, exchanges and voids.
- e. Reconciles accounts to ensure that the sales tally equals the items sold.
- f. Determines the cause and take steps to correct the situation if there are any shortages in sales tally.
- g. Performs merchandise recovery by returning displaced items to their proper places.
- h. Maintains the sales floor and keep areas tidy.

4. Position : **COMPUTER OPERATOR**
 Employer : **Riyadh Colleges of Dentistry and Pharmacy**
 Inclusive Year : June 2010 – Feb. 2011

Job Summary:

- a. Enter document identification codes into the computer system in order to determine locations of documents to be retrieved.
- b. File, add, transfer or retrieve records as per requests from authorized users.
- c. Perform periodic inspections of files in order to ensure correct placement, legibility and proper file management.
- d. Sort or classify information according to guidelines such as content, purpose, criteria or chronological order.
- e. Perform general office duties such as typing, data encoding, sorting. etc.

PROFESSIONAL LICENSE/CERTIFICATION:

1. MICROSOFT CERTIFIED PROFESSIONAL (MCP)

070-270

Licensed by Microsoft Corporation, U.S.A.

09 September 2009

Field of Specialization:

Installing Windows Operating System / Implementing and Conducting Administration of Resources

Implementing, Managing, Monitoring and Troubleshooting Hardware Device and Drivers

Monitoring and Optimizing System Performance and Reliability

Configuring and Troubleshooting the Desktop Environment

Implementing, Managing and Troubleshooting Network Protocols and Services

Configuring, Managing and Troubleshooting Security

2. MICROSOFT CERTIFIED TECHNOLOGY SPECIALIST (MCTS)

070-680

Licensed by Microsoft Corporation, U.S.A.

08 May 2010

Field of Specialization:

Installing, Upgrading and Migrating to Windows 7 / Deploying Windows 7

Configuring Hardware and Applications / Configuring Network Connectivity

Configuring Access to Resources / Configuring Mobile Computing

Monitoring and Maintaining Systems that Run Windows 7

Configuring Backup and Recovery Options

SPECIAL SKILLS:

PC-Assembly, Word processing, Slides and presentations

TRAINING/SEMINARS ATTENDED:

Microsoft Certification :	The Second Philippine International School Information Technology Learning Center Riyadh, Kingdom of Saudi Arabia Completed on 08 May 2010
Staff Development Day :	Riyadh College of Dentistry and Pharmacy Oleya Campus, Riyadh, Kingdom of Saudi Arabia 19 October 2010

PERSONAL INFORMATION:

Birthdate : **12 June 1991**
Nationality : **Filipino**
Sex : **Male**
Civil Status : **Single**
Religion : **Christian (Baptist)**
Passport No. : **P0325459B**
Passport Expiry : **January 19, 2029**
Driving License No. : **910619867**

EDUCATIONAL BACKGROUND:

Primary : La Belle Montessori School
Graduated in 2005

High school : Elite International School
Graduated in 2009

College : International Philippine School in Riyadh
(Asian Institute for Distance Education Foundation)
Bachelors of Science in Business Administration
Major in Management
Graduated in 2016