Candidate #A-1007

Data Entry & Admin Specialist · 4 years experience

Candidate ID: A-1007

Category: Admin **Experience:** 4 yrs **Location:** Manila, Philippines **English:** B2 **Fee:** A$900/mo

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PROFESSIONAL SUMMARY

I'm a fast, accurate data entry and admin specialist with four years processing large data sets, maintaining CRM records, and producing reports for Australian operations teams. I type 70 WPM with 98%+ accuracy. I have strong Excel skills including VLOOKUP, pivot tables, and basic macros. I've worked in healthcare admin, logistics, and e-commerce, so I adapt quickly to industry-specific systems. I take pride in clean, audit-ready data.

SKILLS

Data entry (70 WPM) | Microsoft Excel | CRM data management | Google Sheets | Report generation

WORK EXPERIENCE

Data Entry Specialist

AU logistics company · 2021-03 – Present

Processed 500+ freight records daily, maintained shipment tracking database, and generated daily ops reports.

Admin Assistant

PH healthcare clinic · 2020-01 – 2021-02

Managed patient records, billing data entry, and insurance claim submissions.

CERTIFICATIONS

Microsoft Excel Associate

Microsoft · 2022-06