



TJ JETHTRONE NAPA

STOREKEEPER / DATA ENTRY & IT SUPPORT

My Contact

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📍 doha, Qatar

Skill

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Data entry and record management
- Inventory control and stock management
- Basic troubleshooting of computer hardware/software
- Strong organizational and multitasking abilities
- Excellent communication skills
- Time management and attention to detail

Education Background

- Lyceum of the Philippines University - Batangas
Bachelor of Science in Information Technology
Completed in 2013
- St. Mary's Educational Institute
Completed in 2009
- R. Venturanza Central School
Completed in 2005

Language

- English
- Filipino

About Me

Motivated and detail-oriented IT graduate seeking a position in office administration, storekeeping, or general office work. Bringing strong organizational skills, computer proficiency, and a dedication to delivering efficient and accurate results.

Professional Experience

Storekeeper – Mercury Drug

2018 - 2024

Key responsibilities:

- Maintained accurate inventory records and conducted daily, weekly, and monthly stock counts
- Monitored stock levels and coordinated with suppliers for timely replenishment
- Ensured proper storage conditions for pharmaceuticals in compliance with safety and health regulations
- Organized warehouse layout to improve efficiency and accessibility of items
- Verified incoming deliveries against purchase orders and reported discrepancies
- Prepared inventory and stock movement reports for management
- Assisted in training new staff on inventory procedures and company policies

IT Support Technician – PAGCOR

(Philippine Amusement and Gaming Corporation)

2015 - 2018

Key responsibilities:

- Responded to IT support requests from staff and clients
- Diagnosed and resolved hardware, software, and network issues
- Installed and configured computer systems and applications
- Escalated complex technical problems to higher-level support teams
- Maintained records of issues and solutions for future reference

Data Entry Clerk – AG&P

(Atlantic, Gulf & Pacific Company)

2014 – 2015

Key responsibilities:

- Entered and updated customer information in company databases with high accuracy
- Verified data for completeness and corrected errors when necessary
- Managed confidential information in compliance with company policies
- Prepared daily and weekly data reports for management

On the Job Training

Accenture

2013

Key responsibilities:

- Assist in data entry, data validation, and maintaining accurate records in company databases.
- Perform basic troubleshooting for hardware, software, and network issues under IT supervision.
- Participate in training sessions and team activities to enhance skills and knowledge.
- Provide general administrative support to various departments as assigned.