



JHONIEL BUSTAMANTE

DATA ENTRY SPECIALIST

PROFILE

Detail-oriented Data Entry Specialist with over 6 years of combined experience in accurate data management, financial record keeping, and administrative support. Skilled in processing high volumes of information with speed and precision, maintaining organized digital and physical records, and ensuring data integrity. Proficient in Google Workspace, Excel, Xero, QuickBooks Online, and various project management tools. Adept at working independently in remote environments while meeting deadlines and maintaining confidentiality.

WORK EXPERIENCES

Data Entry Specialist

2023 – 2026

Security Bank Corporation

- Performed accurate data entry and management of customer records using Excel and Google Sheets.
- Encode data from source documents into databases or systems, verify accuracy, completeness, and consistency of data.
- Update and clean existing records, follow data privacy and security guidelines.
- Generate basic reports or summaries when needed, clean and format data, remove duplicates, correct errors
- Met daily productivity and accuracy targets under minimal supervision

Data Entry and Management

2021 – 2023

Upwork

- Managed and monitored data entry processes to ensure accuracy, consistency, and timely completion of tasks
- Reviewed and validated encoded data, identifying errors and implementing corrective actions
- Organized, maintained, and updated databases to support efficient data retrieval and reporting

Prescreening Data Checker

Apr - Oct 2021

China Banking Corporation

- Reviewed and verified prescreening data for accuracy, completeness, and compliance with company guidelines.
- Cross-checked applicant/customer information against source documents to ensure data consistency and reliability.
- Ensured eligibility criteria were met by validating required prescreening information and documentation.

Administrative Assistant / Bookkeeper

2020 – 2021

Municipality Of Umingan PH

- Recorded 100+ daily financial transactions including expenses, income, and procurement details.
- Verified and cross-checked all entries before submission, maintaining a 98% error-free rate.
- Prepared and maintained 12 monthly financial reports and organized records for annual audits.

CONTACT

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CORE COMPETENCIES

- Data Entry & Management
- Accuracy Verification
- Spreadsheet & Document Handling
- Bookkeeping & Expense
- Tracking Email & Calendar
- Management Data Security &
- Confidentiality Time & Task
- Prioritization

TOOLS & SOFTWARE

- Google Workspace
- Microsoft Excel
- Trello ClickUp
- Notion QuickBooks
- Online Xero
- Calendly Zoom
- Microsoft Outlook
- Canva
- CRM

TRAININGS COMPLETED

- Data Entry 101
- VA Foundation
- Quickbooks/Xero
- Social Media Management

EDUCATION

Bachelor's of Science in Technology
Urdaneta City University
2018 – 2020

REFERENCE

Jennyvev Caña
VA Career Strategist | Founder
The VA Ladder
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