

Robert Smith

Data Operator

PERSONAL STATEMENT

Seeks to obtain a position to utilize knowledge and skills in Medical Billing, Coding, and Claims processing to help provide quality healthcare in an organization.

WORK EXPERIENCE

Data Operator

ABC Corporation - August 2003 - August 2004

Responsibilities:

- Prepared all of the stock production, and fixed assets report.
- Performed biweekly payroll and annual taxes for over 2000 employees.
- Provided data entry, accounts payable and accounts receivable, billing, invoicing, reports.
- Performed daily backup and multiple generations of the back.
- Completed scheduled operations on AS/400; operated IPL system saves and data processing Performed daily backups on clinical systems interfacing with.
- Created a database for customer data storage using MS Access, Import customer data to the database on daily basis, Import sales data.
- Analysis of Customer profile, telecom service usage, sales, and revenue from the database and reporting to the manager for decision purpose and Support.

Data Operator

Delta Corporation - 2000 - 2003

Responsibilities:

- Prepared all of the stock production, and fixed assets report.
- Performed biweekly payroll and annual taxes for over 2000 employees.
- Provided data entry, accounts payable and accounts receivable, billing, invoicing, reports.
- Performed daily backup and multiple generations of the back.
- Completed scheduled operations on AS/400; operated IPL system saves and data processing Performed daily backups on clinical systems interfacing with.
- Created a database for customer data storage using MS Access, Import customer data to the database on daily basis, Import sales data.
- Analysis of Customer profile, telecom service usage, sales, and revenue from the database and reporting to the manager for decision purpose and Support.

Education

BS in Business Administration - 2011(FGV - Campinas, SP)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Network Implementation
and Administration,
Configuration.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)