

John H Kouthoofd

Data Entry Specialist

CONTACT

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(+62) 858 7414 2318

East Java, Indonesia

EDUCATION

High School diploma

1981 - 1985

East Java, Indonesia

Bussiness Administration Diploma

1985-1987

East Java, Indonesia

SKILLS

- Organized
- Adaptable
- Compassionated
- Microsoft Excel
- Verbal Comunication
- Multi Tasking

WORK EXPERIENCE

Data Entry Specialist

Wood Working Company, Midlle Java, Indonesia

2023 - 2026 Villa Project, Showroom Project, Factory Project Administration

- Responsible for reading, processing, and analyzing data to produce reports that help companies make decisions.

- Tasked with entering raw data into the database system accurately

2020-2022 Internal Audit

- Evaluating internal controls data

- Reviewing financial data and operational data records

2018 - 2019 Production Data Planning Control

- Responsible to processing data for Production Planning

- Daily Inventory data entry

Wood Working Japan Company, East Java, Indonesia

1990 - 2017 Administration

- Daily Inventory data entry

- Responsible to processing data for Production Planning (MRP, CRP, BOM)

- Responsible to prepare material import and export data

- Data administration training for 30 people who will be leaving to work in Japan