

JUAN GABRIEL MANALASTAS

BS Information Systems Graduate | Data Entry | Admin Support | IT Support

About Me

BS Information Systems graduate with experience in data entry, records management, documentation, and administrative support. Detail-oriented, organized, and comfortable using Microsoft Office, Excel, Google Sheets, and digital tools. Seeking opportunities in Data Entry, Admin, Back Office, Records Management, or IT Support.

Makati City, Metro Manila

Language

- English

Expertise

- Data Entry
- Records Management
- Microsoft Office
- Administrative Support
- Excel / Google Sheets
- Basic IT Support
- Documentation
- Canva
- Basic HTML / CSS
- Java / C++ / VB.NET

Experience

On-the-Job Trainee
Jan 2026 – May 2026 | 540 hours

Department of Trade and Industry – Board of Investments
Legal and Compliance Service 2026

- Data entry and document encoding
- Records management and filing
- Administrative and compliance support
- Report preparation and confidential document handling

Education

Makati Science Technological Institute of the Philippines
BS Information Systems
2022 - 2026

Philippine School for the Deaf
High school / Senior High School
Bread and Pastry Production (TVL)
2019 - 2022

Skills Summary

- Data Entry & Document Encoding
- Records Management & Confidential Document Handling
- Microsoft Excel & Google Sheets
- IT Support & Troubleshooting
- Data Entry & Records Management
- Microsoft Office & Spreadsheet Skills
- File Management
- System Documentation
- Willing to undergo training and learn new software and IT support tools.