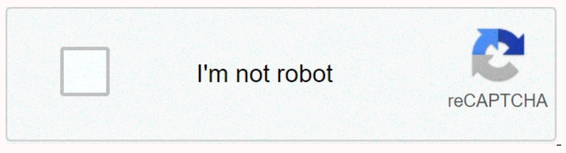

I'm not robot!

Job description of encoder resume

Encoder clerk job description. Office staff encoder job description.

Data encoders are responsible for converting raw data into a format that can be easily interpreted by computers. They commonly work with large sets of information, such as databases or other digital archives, and their job is to make sure this information is properly organized and formatted so it’s easy for software programs to read and interpret. Data encoders have a wide range of responsibilities, which can include: Transcribing information from recordings and manually entering data into spreadsheets or databasesReviewing data for accuracy and making changes if necessary, including identifying errors and making correctionsWorking with software that encrypts data, including configuring servers and settings to meet security requirementsCreating rules to validate data input, such as ensuring that phone numbers are preceded by area codes or that only valid dates are used in processing applicationsInstalling and maintaining equipment used to capture data, such as barcode scanners or card readersProcessing data using computer software, such as automated data collection systems or programming languages such as Java or C++Communicating with other departments within the organization to ensure that data is being processed correctlyInstalling and maintaining computer equipment used to store data, such as servers and backup systemsAnalyzing data to determine trends or patterns Data encoders are typically paid hourly, and their salaries can vary depending on their level of education, years of experience, and the company they work for.

Data Encoder

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

Objective

A challenging and responsible position that would effectively utilize prior experience, training, and abilities, offering opportunities for professional growth and advancement.

Skills

Windows Excel, & Application.

Work Experience

Data Encoder

ABC Corporation - December 2008 – January 2009

- Performed proper analysis and verification to ensure data integrity.
- Entered form data into a computer system using a DOS-based program.
- Resolved discrepancies and incomplete documents using standard procedure.
- Input data including numbers, personal medical records, code, and abstract records, documents, and other data sheets in a timely manner.
- Code pieces of mail to ensure proper delivery.
- Perform with a high degree of accuracy.
- Responsible for memorizing multiple short-hand codes.

Data Encoder

Delta Corporation - 2004 – 2008

- Performed proper analysis and verification to ensure data integrity.
- Entered form data into a computer system using a DOS-based program.
- Resolved discrepancies and incomplete documents using standard procedure.
- Input data including numbers, personal medical records, code and abstract records, documents and other data sheets in a timely manner,verify and .
- Code pieces of mail to ensure proper delivery.
- Perform with a high degree of accuracy.
- Responsible for memorizing multiple short-hand codes.

Education

Bachelor In Banking And Finance - (Polytechnic University Of The Philippines)

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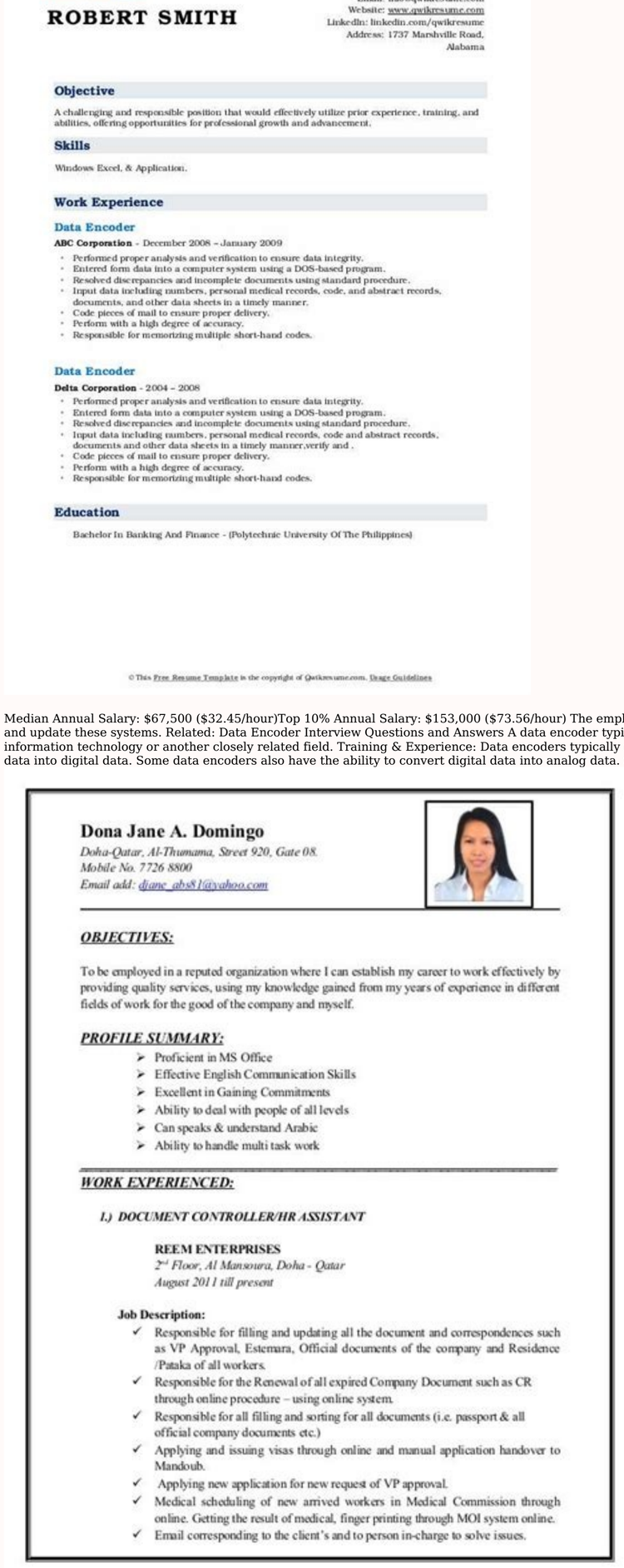
Median Annual Salary: $67,500 ($32.45/hour)Top 10% Annual Salary: $153,000 ($73.56/hour) The employment of data encoders is expected to decline over the next decade.Employment growth will be limited because many companies have already automated their data-collection processes. As a result, fewer data encoders will be needed to maintain and update these systems. Related: Data Encoder Interview Questions and Answers A data encoder typically needs to have the following qualifications: Education: Data encoders typically need a minimum of a high school diploma or GED certificate. Some employers prefer candidates who have an associate’s or bachelor’s degree in computer science, information technology or another closely related field. Training & Experience: Data encoders typically receive on-the-job training to learn the specific processes and procedures of their new role. Training may last for a few weeks or months, depending on the company and the role. Certifications & Licenses: Data encoders are used to convert analog data into digital data. Some data encoders also have the ability to convert digital data into analog data. Some employers may require employees to have certifications for specific data encoders.



Dona Jane A. Domingo

Doha-Qatar, Al-Thumama, Street 920, Gate 08.
Mobile No. 7726 8800
Email add: diane_abs81@yahoo.com

OBJECTIVES:

To be employed in a reputed organization where I can establish my career to work effectively by providing quality services, using my knowledge gained from my years of experience in different fields of work for the good of the company and myself.

PROFILE SUMMARY:

- Proficient in MS Office
- Effective English Communication Skills
- Excellent in Gaining Commitments
- Ability to deal with people of all levels
- Can speaks & understand Arabic
- Ability to handle multi task work

WORK EXPERIENCED:

1.) DOCUMENT CONTROLLER/HR ASSISTANT

REEM ENTERPRISES
2nd Floor, Al Mansoura, Doha - Qatar
August 2011 till present

Job Description:

- ✓ Responsible for filling and updating all the document and correspondences such as VP Approval, Estemara, Official documents of the company and Residence /Pataka of all workers.
- ✓ Responsible for the Renewal of all expired Company Document such as CR through online procedure – using online system.
- ✓ Responsible for all filling and sorting for all documents (i.e. passport & all official company documents etc.)
- ✓ Applying and issuing visas through online and manual application handover to Mandoub.
- ✓ Applying new application for new request of VP approval.
- ✓ Medical scheduling of new arrived workers in Medical Commission through online. Getting the result of medical, finger printing through MOI system online.
- ✓ Email corresponding to the client’s and to person in-charge to solve issues.

Data encoders need the following skills in order to be successful: Coding: Data encoders need to understand the coding languages used to create software. This includes understanding the logic behind the coding languages and how to apply them to data. Data encoders need to be able to read and understand the coding languages to ensure they are properly encoding the data.Machine learning: Machine learning is the ability to learn from past experiences and apply that knowledge to future situations. Data encoders can use machine learning to improve their encoding speed and accuracy. For example, if a data encoder notices that they made a mistake in their encoding, they can use machine learning to correct that mistake in the future.Communication: Data encoders work with other team members to understand the data they receive and the information they need to send. They also communicate with clients to understand their data needs and explain the process of encoding data. Data encoders also communicate with other departments to ensure they receive the information they need.Algorithms: Data encoders use algorithms to determine the best way to encode data. They understand how to use algorithms to create the most efficient encoding process. This allows them to produce the best quality data in the shortest amount of time.Data analysis: Data encoders use data analysis skills to identify the type of data they receive and the format in which it’s delivered.

Data Encoder Duties & Responsibilities

- Strictly comply and perform very well in its tasks that are in accordance to its company policies and procedures.
- Give an accurate and even complete data that is necessary to the needs of the company.
- Knowledgeable in its work area and work load on delivering the best service to the company they belong.
- Provide assistance to one's superior by encoding the right information or data needed.
- Encode the necessary data give a complete, accurate and organized manner that is important to the needs of the company or any entity.
- Report and provide accurate data to one's superior.

Main Job Tasks and Responsibilities

- prepare, compile and sort documents for data entry
- check source documents for accuracy
- verify data and correct data where necessary
- obtain further information for incomplete documents
- update data and delete unnecessary files
- combine and rearrange data from source documents where required
- enter data from source documents into prescribed computer database, files and forms
- transcribe information into required electronic format
- scan documents into document management systems or databases
- check completed work for accuracy
- store completed documents in designated locations
- maintain logbooks or records of activities and tasks
- respond to requests for information and access relevant files
- print information when required
- comply with data integrity and security policies
- maintain own office equipment and stationery supplies

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
- Tests customer and account system changes and upgrades by inputting new data; reviewing output.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

They use this information to determine how to encode the data and what type of encoding method to use. Data analysis also helps data encoders determine the most efficient way to encode data. Data encoders work in a variety of settings, including office buildings, schools, hospitals, and libraries. They typically work in well-lit, comfortable areas and sit at desks or tables while they work. Data encoders usually work full time, and some may work overtime to meet deadlines. Data encoders typically work on computers, so they must be able to see screens and type for long periods of time. Here are three trends influencing how data encoders work. Data encoders will need to stay up-to-date on these developments to keep their skills relevant and maintain a competitive advantage in the workplace. The Need for More Data EncodersThe need for more data encoders is a trend that is quickly emerging as businesses become increasingly reliant on data.
This means that there will be an increased demand for data encoders who can translate raw data into useful information.Data encoders are in high demand because they have the skills necessary to make sense of complex data sets and turn them into something that is easy to understand. By learning how to code data, data encoders can help businesses make better decisions based on accurate information.More Focus on SecurityAs businesses become more reliant on data, the need for data security will continue to grow. This means that data encoders will need to focus on developing skills that ensure the security of sensitive data.One way that data encoders can ensure the security of data is by using encryption techniques.

Robert Smith

Asst. Encoder

CONTACT DETAILS

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

SKILLS

Medical Transcription, Specialized In Oncology, Customer Service.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

PERSONAL STATEMENT

Experience in food service, 4 years of customer service demonstrating excellent communication skills and attention to detail, and years of experience with children.

WORK EXPERIENCE

Asst. Encoder
ABC Corporation - December 2014 - August 2015

Responsibilities:

- Scanned books as they are returned to the warehouse.
- Checked for proper barcodes. Attached new barcode stickers to returned books.
- Assisted in any area where help was needed.
- Achieved foal of reaching books a day. Skills Used Leadership, Dependable, Teamrnate.
- Operated the Ten Key Machine in order to process daily banking transactions.
- Located and assisted in resolving balance transactions.
- Corrected batch work from different banks.

Encoder
Delta Corporation - 2010 - 2014

Responsibilities:

- As an Encoder, in a mail warehouse, I scanned pieces of mail into the system and labeled each package with the appropriate label.
- Also I worked as a team player with my other fellow Encoders to get the work completed.
- Filled orders for bottle labels and printed box/tray labels, received in new inventory, worked with Microsoft office, Bartender and Warehouse manager .
- ON THE JOB TRAINING.
- Encodes data with a typing speed of 50 wpm and accuracy of 100%.
- The Encoder will complete scanning and data entry, ensure scanning production levels and manual encoding pieces per hour (PPH) production standards .
- Scan labels; operate a hand or foot activated barcode or optical character reader Enter partial address information if/when a label cannot be scanned .

Education

- (Southern Illinois University - Carbondale, IL)

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This ensures that only those with the proper authorization can access the data, which helps to protect it from being stolen or compromised.

In addition, data encoders can also focus on ensuring that data is stored in a secure location, such as in the cloud.Greater Use of AutomationThe use of automation in the workplace is becoming more common as technology advances.
This trend is especially true in the field of data encoding, where automated systems can significantly reduce the time and effort needed to complete tasks.As data encoding becomes more automated, data encoders will need to learn how to work with these systems in order to get the most out of them. They will also need to be able to troubleshoot any problems that may occur and provide feedback on how to improve the system. A data encoder career can be a great way to start your coding journey.
It’s a good idea to get some experience in this field before moving on to more advanced roles. This will give you the chance to learn about different types of data and how it is formatted for use in different systems.You can also use this time to develop your coding skills by learning new languages and frameworks. This will help you when you move on to more complex coding projects. Data encoders may advance to data entry positions or other clerical roles that require more responsibility. With experience, data encoders may move into management positions, such as office manager or operations manager. Some data encoders may also start their own businesses. At [CompanyX], we believe that data is the key to success in today’s business world. We are looking for a highly skilled data encoder to join our team and help us turn data into valuable information. The ideal candidate will have experience encoding data from a variety of sources, including surveys, interviews, focus groups, and observations. He or she will be able to quickly and accurately identify patterns and relationships in data, and will be able to effectively communicate these findings to the rest of the team. The successful candidate will be a critical thinker with strong analytical skills. Duties & Responsibilities Transcribe data from a variety of sources into an electronic formatVerify accuracy of data and correct any errorsFollow established procedures for data entryMaintain confidentiality of sensitive informationUpdate existing data recordsGenerate reports as neededPerform regular backups to prevent data lossAssist with data analysis as neededTrain new employees on data entry proceduresStay up-to-date on changes in data entry proceduresAdhere to all company policies and proceduresComply with all applicable laws and regulations Required Skills and QualificationsHigh school diploma or equivalentProven experience as data entry clerk or similar positionFast typing skills; Knowledge of touch typing system is strongly preferredExcellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)Accurate keyboarding skills with attention to detailGreat organizational and time-management abilitiesPreferred Skills and QualificationsAssociate’s degree in related fieldPrevious experience in customer service or office administrationExperience working with databases and CRM systemsFamiliarity with general accounting principlesProficiency in QuickBooks Headline : Obtain employment in a progressive company where can utilize current skills and realize growth potential. The solution allows for remote control and monitoring of the encoders and integrates seamlessly into a real-time.Skills : Technical Skills, Management. Build Free Resume Description : Helped in IT department Date and numerical entry, sorting, scanning, and labeling all mail. Corporated with supervisors and team members. Handled special projects as a team. Trained new encoders in the duties. Assisted leads in taking hourly numbers of encoders, helping in setting up of computers. Printed labels for an encoded item that labels needed the labels, help with set up of mail. Processed data to make proper paperwork for each client's parcel to be encoded. Lounged in all shipping information. Daily and weekly summaries file all paperwork. Objective : To find an opportunity that will allow to demonstrate that a hardworking individual who is anxious to increase knowledge, thereby becoming an asset to the company.Skills : Multi-Tasking, Customer Service, Data Entry. Build Free Resume Description : Gave an informative data that work under pressure in order to deliver fast and accurate information in every kind of entity. Stored completed documents in appropriate locations. Compiled, sorted, and verified the accuracy of data before it is entered.
Located and corrected data entry errors, or report them to supervisors. Compared data with source documents, or re-enter data in verification format to detect errors. Loaded machines with required input or output media such as paper, cards, disks, tape, or Braille media. Read source documents such as canceled checks, sales reports, or bills. Summary : Honest and experienced individual looking to find an entry level position in the nursing field while pursue Medical Assistants degree at Community.Skills : Inventory Management, Customer Service, Microsoft Office. Build Free Resume Description : Received, stored, and distributes shipments, material, and supplies within the facility by performing the following duties. Transported shipments and materials to and from receiving area, staging area, or other area as designated. Sorted and placed shipments and or materials on racks, shelves, or in bins according to destination. Built-up and maximize airline containers and pallets. Loaded and unloads vans, straight trucks and tractor-trailers. Inspected shipment for damage, overage or shortage and notes on truck pro. Performed pick and pack assembly on shipments as needed. Headline : Encoder is responsible for all encoding efforts on behalf of the company. The Encoder is responsible for ensuring that encoding standards and best practices are followed, ensuring that high quality encoding is delivered to customers and partners, and ensuring that encoding tools are used in accordance with industry standards.Skills : Communication , Good With Ten-keys, Customer Service . Build Free Resume Description : Assembled shipments from the storage area. Prepared for export Marks and labels shipments with identifying information. Measured of each shipment received and prepares on-hand notice.
Checked the information quality of documents. Ensured they were properly registered in the system. Performed self-audit of administration details of the report before endorsing. Assigned auditor and provided suggestions on process improvements. Headline : To be able to work in an institution where can maximize knowledge, skills and experience, furthermore, contribute to its efficiency, productivity and profitability, which offer opportunities for future career advancement.Skills : 10-key By Touch, Electronic Calculation, Microsoft Office. Build Free Resume Description : Communicated potential data errors to peers, directors, parents, make decisions and solve problems. Often used printers, computer hard disk drives, and database user interface and query software for integration and accuracy. Entered various pieces of information in computer software or other data processing equipment. Ensured that data-entry procedures conform to school specifications and/or management directives. Encoded abstract records, documents, and other data sheets in a timely manner. Verified and reviewed entries once data is encoded. Formated previously entered data if need be. Objective : Seeking a position with a well-established company where can maximize program development and training skills. video encoding workflow while enabling Ultra Low Latency video delivery.Skills : Microsoft Word, Strong Communication, Strong Customer Service. Build Free Resume Description : Entered zip codes and mailing addresses into the data entry system. Met encoding production standards utilizing proper encoding procedures. Affixed labels to mail, and encoder machine Tape. Ensured mailing addresses were accurately encoded on mail. Lifted mail sacks and tubs not in excess of 50 lbs, and averaging appx. Assisted in other areas as needed. Provided efficient archiving techniques to retrieve information quickly. Summary : Results-driven Management professional seeking a position that will enable me to utilize the skills have acquired, to impact company established objectives and secure professional development.Skills : Microsoft Office, Excellent Communication , Employee Relations, Recruiting. Build Free Resume Description : Monitored and provided feedback to assist in the resolution of coding issues. Identified and reported field error patterns to Management. Assisted in the implementation of workflow changes to reduce errors. Implemented and maintained the data quality compliance plan for coding. Ensured accuracy and consistency in data entry. Worked with minimal supervision, using a keyboard and computer terminal. Encoded files for editorial use and final delivery files for clients. Headline : Looked for employment in the clerical, healthcare and medical billing fields. Have experience in a call center setting and also in a doctors office setting, willing to learn and fast learner to train.Skills : Fax Machine, Copy Machine, Extra Machine, Encoding Machine. Build Free Resume Description : Coded and key a high volume of incoming checks using the encoder machine. Reconciled during 10-key manual calculations, spreadsheets. Met strict deadlines for accurate daily check deposits. Researched and determined the resolution for checks with errors or incomplete information. Assisted in the mailroom as needed to sort large volumes of incoming mail. Posted thousands of dollars of child support checks into the Child support system. Processed outgoing mailings; receipt, scanning logging of incoming mail. Headline : Experience in food service, 4 years of customer service demonstrating excellent communication skills and attention to detail, and years of experience with children.Skills : Medical Transcription, Specialized In Oncology, Customer Service. Build Free Resume Description : Scanned books as they are returned to the warehouse. Checked for proper barcodes. Attached new barcode stickers to returned books. Assisted in any area where help was needed. Achieved foal of reaching books a day. Skills Used Leadership, Dependable, Teammate. Operated the Ten Key Machine in order to process daily banking transactions. Located and assisted in resolving balance transactions. Corrected batch work from different banks.
Headline : To obtain a position in which can use previous experiences and skills. Encoder Management solution offers a unique end-to-end workflow for remotely managing, configuring, and monitoring AWS Elemental Live video encoding.Skills : Faxing Documents, Answering Telephones, Processing Purchased Orders. Build Free Resume Description : Received high volume incoming phone calls and respond to inquiries in a manner which meets high quality. Packed and tracked merchandise upon arrival and prepared for shipping. Responded to customer complaints in a timely and effective manner. Entered customer's information accurately and navigate through multiple screens.
Maintained, compiled, and entered records into the database. Worked with Microsoft Word, Excel, PowerPoint, Access, and Visio. Scanned mail, using a handheld scanner and input information.