



Jomar Sineran

Encoder

About Me

Detail-oriented SAP Encoder with 7 years of experience and 3 months as a Team Leader. Skilled in data entry, accuracy checking, and administrative support. Seeking a remote work-from-home position where I can contribute my skills and grow professionally.

Experience

Sap Team-Leader

03/2024-05/2024

SMC Farm Integrated Specialist

1. Team Supervision
 - Lead and support SAP encoders or data entry staff
 - Assign daily tasks and monitor productivity
 - Train new hires and improve team performance
2. SAP Operations
 - Oversee data entry accuracy in SAP (MM, SD, FICO, etc.)
 - Ensure transactions are completed correctly and on time
 - Troubleshoot common SAP issues
3. Quality Control
 - Check reports and entries for errors
 - Implement improvements to reduce mistakes
 - Maintain data integrity
4. Reporting & Coordination
 - Prepare daily/weekly reports for management
 - Coordinate with other departments (warehouse, finance, etc.)
 - Track KPIs like accuracy and turnaround time

Sap Encoder

04/2017-02/2024

DBSN Farm Agriventure Corp

1. Data Entry in SAP
 - Input transactions like purchase orders, invoices, deliveries
 - Update inventory or financial records
 - Encode data into modules like MM (Materials Management), SD (Sales & Distribution), or FICO (Finance)
2. Document Processing
 - Convert physical or digital documents into SAP entries
 - Ensure all details are complete and correct
3. Data Accuracy
 - Double-check entries to avoid errors
 - Fix incorrect or missing data
4. Coordination
 - Work with warehouse, accounting, or operations teams
 - Clarify missing or unclear information

References

Mary Apple Martinez

Warehouse Supervisor
SMC Integrated Farm Specialist
09311602611

Cindy Bayno

Plant Operation Manager
SMC Integrated Farm Specialist
09671675370

Contact Me

+639271577390

jomarsineran@gmail.com

Poblacion Albuera, Leyte
Philippines

Education

Computer Electronic Technology

STI College Ormoc

2009-2012 (2 years course)

Skills

- Data Entry & Data Management
- SAP System Encoding
- Microsoft Excel & Word
- Attention to Detail
- Teamwork
- Time Management

Language

- English
- Filipino