**JOHN**



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# BRIEF PROFILE

* + - Computer literacy in all Microsoft Office packages especially in Word, Excel, Outlook & internet application browsing;
    - Excellent ability in dealing with different level of peoples;
    - Graduated with **Hospitality & Restaurant Services**;
    - Work Experiences & Responsibilities with **(Healthcare Sales, Operations Manager, Agency Associate, Regional Coordinator, Sales Agent, Hotel Employee & Service Crew);**
    - Proven as team leader & can manage pressure work with timetable.
    - Driving, Swimming skills & Sports enthusiast.

## Healthcare Sales

**WORK EXPERIENCE AND JOB FUNCTION**

**AL Khayyat Investments (AKI Fitness)** Life Fitness Showroom, Dubai Mall, U.A.E. January 8, 2015 – April 28, 2015

* + - Educate the clients about nutrition, supplements and dietary requirements.
    - Emphasize to the clients the role of Protein, its metabolism and requirement.
    - Learn how to handle new or curious clients about nutritional supplements.
    - Identify and assess the client’s needs and wants to achieve clients desired goals or requirements.
    - Explain to clients the major roles of different types of Cardio-vascular machines and Strength machine/equipment also the benefits they can get from it.

## Operation Manager

#### Double L Guns & Ammo Corporation

FEO, Camp Crame, Quezon City, Philippines June 10, 2008 – October 3, 2014

* + - Dealing of Firearms, Ammunition and Accessories for Government Personnel and Non-Government Personnel.
    - Processor of Firearms License Application, Renewal of Firearms License and Permit to Carry of Firearms for Outside of Residence.
    - Conduct of Gun Safety and Responsible Ownership Seminar's for customers.
    - Provide suitable training to new staffs.

**Sales Agent** (Networking) **USANA Health Sciences** HSBC Building, Paseo de Roxas, Makati City, Philippines August, 2011 – October 3, 2014

* + - Explain to the clients the benefits of the Vitamins, Minerals and Nutritional Supplements.
    - Emphasize to the clients the Health, Beauty, Sports Nutrition and Weight Management.
    - Educate the clients about the Scientific Base Studies, Quality Assessment Tools and Nutrition Facts reading.
    - Buy and sell the products of the company.
    - Maintain target sale or quota to get commission and other incentives.
    - Recruit and encourage qualify person to become member of the company.

**Agency Associate (Insurance)**

#### (Philippines Insurance Commission License No. 134813)

Philippine Fire and Marine Insurance Corporation 8747 Paseo de Roxas, Makati City, Philippines Feb. 15, 2012 – October 3, 2014

* + - * Tasked to sell, solicit or negotiate insurance business for compensation.
      * In charge of servicing multiple accounts which included contractual items.

### Hotel Employee

**Provincial Tourism Office(CWC)** Pili, Camarines Sur, Philippines May 24, 2007 - April 27, 2008

* + - Responsible for welcoming the guest and handling any complaints.
    - Ensure that all hotel standards and procedures are applied.

#### Call Center Agent

##### Sutherland Global Services Pili, Camarines Sur, Philippines

February 07, 2006 – February 10, 2007

* + - Obtains client information by answering telephone calls, interviewing clients and verifying information.
    - Informs a client by explaining procedures, answering questions, providing information.
    - Accomplishes sales and organization mission by completing results as needed.

**Service Crew / Waiter Jollibee, Fast Food Chain** Naga City, Philippines April 2005 - October 2005

* + - Maintain cleanliness in the assigned area
    - Ensure the guests receive high quality services and service provision.

### Educational Background: College Bachelor of Science in Nursing, Bachelor of Science in Hotel and Restaurant Management and Hospitality and Restaurant Services.

**Training / Seminars Attended:**

**English Proficiency Program (Call Center Agents NC II), Non-Life Insurance Seminar, Hotel Overview Front Office and Opera Overview Housekeeping Overview, Hotel Operations Familiarization, Citizenship Advancement Training & Gun's Safety Seminar.**