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**Gulfjobseeker.com CV No:** **1274622**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**Objective:**

I am currently looking for a job that will combine skills and expertise within a position that welcomes motivation while simultaneously offering a supportive environment. To obtain a responsible position where I can help the organization grow in value utilizing my experience, capabilities and abilities.

**Skills Summary:**

* Customer Service Skills
* MS Office (Excel, Word, PowerPoint, Outlook)
* Six Sigma – Yellow Belt
* Sales with sports equipments and accessories
* Car and Motorbike Mechanic
* Nursing care procedures

**Work Experience:**

**Hinduja Global Solutions, Ltd. Philippines**

*Drive Risk Analyst*

November 2010 – December 2013

* Provide event analysis and review for Drivecam and its clients.
* Provides high quality of customer service to the clients of the company.
* Continually maintain working knowledge of all company products, services and promotions.
* Employ a high level of judgment and analysis to reach above 97% of quality score.
* Metrics monitoring (quality, productivity, attendance etc.).

**Toby’s Sports Philippines**

*Sales Associate*

January 2008 – September 2010

* Welcomes customers by greeting them; offering them assistance.
* Directs customers by escorting them to racks and counters; suggesting items.
* Advises customers by providing information on products.
* Helps customer make selections by offering suggestions and opinions.
* Processes payments by totaling purchases.
* Assembles bicycles and other sports equipment (e.g. Treadmills, Exercise Bikes, Weight benches etc.)

**SSC Associates Philippines**

*Data Entry Clerk*

May 2007 – December 2007

* 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.
* 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.
* Secures information by completing data base backups.
* Maintains operations by following policies and procedures; reporting needed changes.

**Certification and Licensure:**

June 2012 – October 2012 **Six Sigma (Yellow Belt Certification)**

SigMax-e

June 2012 – July 2012 **MS OFFICE - Advanced Excel Course**

Informatics Computer Institute, Philippines

October 2007

Professional Regulation Commission, Philippines

**Education:**

June 2001 – March 2007 **B.S. Nursing Graduate**

Trinity University of Asia – St. Luke’s College of Nursing

June 1997 – March 2001 **High School**

Roosevelt College Marikina – Marikina City, Philippines

June 1991 – March 1997 **Elementary**

Roosevelt College Marikina – Marikina City, Philippines

**PERSONAL BACKGROUND**

Age 29

Date of Birth November 3, 1984

Place of Birth Manila

Citizenship Filipino

Civil status Single

Visa Status Tourist Visa (valid till April 29, 2014)

Language English, Tagalog

I hereby certify that the above information are true and correct to the best of my knowledge.