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**Objectives**

* To get involved in the corporate world and to be able to render service at my outmost best and knowledge.
* To experience a challenging job and hone my skills and abilities.

**Behavioral Qualifications:**

* **Knowledge and Skills**
* PC troubleshooting­­
* Data Encoding (60 words/min)
* Software Engineering (Mysql, Visual Basic 6.0)
* Computer Maintenance/Computer Assembling
* Adobe Photoshop, After Effect and Premiere
* Knowledge in Linux, Macintosh and Microsoft Windows(XP, Vista, 7, 8, 8.1, 10) Operating System
* Knowledge in Microsoft Office(Word, Excel, Power point etc.) version (2007, 2010, 2012)
* **Education-** 2013 SYSTEM TECHNOLOGY INSTITUTE (STI) Philippines

Bachelor of Science in Computer Science

Thesis: Computer Based Payroll System with Biometric for STI College Baliuag

* **Experience-** one year experience as a Salesman ,one year and 6 months experience as administrative Aid I (office/clerical work) and nine months of experience as Call Center Agent
* **Abilities/Qualities-**Being well-organized and systematic, punctual, team player, responsible, caring, helpful, reliable and diplomatic
* **Attitudes-**Willing to work long and irregular hours, shift duty asrequired, discreet and respectful of confidentiality

# EMPLOYMENT HISTORY

**Mar. 2014 - Aug. 2015 GOVERNOR’S OFFICE OF PAMPANGA Philippines**

**(**Assign in DILG Provincial of Pampanga**)**

**Administrative Aid I (Job Order)**

***Duties Includes:***

* Answering general queries by telephone, post or in person
* Opening and sorting Emails.
* Obtaining information from the computer
* Maintaining records; filing system and computer files
* Creating design on annual reports, power point and video presentation.
* Shredding confidential information
* Photocopying documents
* Other related duties assigned from time to time by superior

**Dec. 2013 - Feb. 2014 IQOR SITE 2 Philippines**

**Agent (Sprint)**

***Duties Includes:***

* Obtains client information by answering telephone calls; interviewing clients; verifying information.
* Determines eligibility by comparing client information to requirements.
* Establishes policies by entering client information; confirming pricing.
* Informs clients by explaining procedures; answering questions; providing information.
* Maintains communication equipment by reporting problems.
* Maintains and improves quality results by adhering to standards and guidelines; recommending improved procedures.
* Updates job knowledge by studying new product descriptions; participating in educational opportunities.
* Accomplishes sales and organization mission by completing related results as needed.

**Dec. 2011 – Oct. 2012 SM APPLIANCE CENTER (PAMPANGA) Philippines**

**SALESMAN**

***Duties Includes:***

* 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 building customer confidence; offering suggestions and opinions.
* Documents sale by creating or updating customer profile records.
* Processes payments by totaling purchases; processing checks, cash, and store or other credit cards.
* Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.
* Contributes to team effort by accomplishing related results as needed.

**Oct.2010 – May 2011  IQOR SITE 2 Philippines**

**Agent (Sprint)**

***Duties Includes:***

* Obtains client information by answering telephone calls; interviewing clients; verifying information.
* Determines eligibility by comparing client information to requirements.
* Establishes policies by entering client information; confirming pricing.
* Informs clients by explaining procedures; answering questions; providing information.
* Maintains communication equipment by reporting problems.
* Maintains and improves quality results by adhering to standards and guidelines; recommending improved procedures.
* Updates job knowledge by studying new product descriptions; participating in educational opportunities.
* Accomplishes sales and organization mission by completing related results as needed.

**May 2010 Election SMARTMATIC Philippines**

*PCOS Machine Operator/Technician*

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# PERSONAL DATA

**Birth Date:** 01 April 1990

**Height:** 6’0”

**Weight:**  130 lbs

**Nationality:** Filipino

**Religion:** Roman Catholic

# EDUCATIONAL BACKGROUND

**2013 SYSTEM TECHNOLOGY INSTITUTE (STI) Philippines**

**Bachelor of Science in Computer Science**

Thesis: **Computer Based Payroll System with Biometric for STI College Baliuag**



**Gulfjobseeker.com CV No:** **1505256**