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# STRENGHTS

**Passed with good rating on**

* AutoCAD 2D design
* CCTV Installations
* Proficient LAN and networking installation.
* Able to repair, install, upgrade, and maintain desktop and notebook computers as well as printers and scanners.
* Ability to instruct users with computer and presentation skills.
* In-depth knowledge of Microsoft application and Windows platform
* Possess good communication and multitasking skills.
* Knowledgeable Language: C++, HTML, World Press, Java
* Operating System: Windows Platform, Microsoft Servero Organized & Pro-Active Learner
* Team Oriented & Self-motivated
* Comprehensive knowledge to technology terms and developments.
* Can Organize Digital Design Adobe Photoshop and Illustrator.

**CAREER OBJECTIVE**

* Organize, detailed-oriented and conscientious self-starter able to strategize and prioritize effectively to accomplish multiple tasks.

* Flexible and analytical with keen eye for the details; skilled and synthesizing and editing information to achieve over-all objectives.

**WORK EXPERIENCE**

## CUSTOMER SERVICE REPRESENTATIVE (August 2012 – July 2015)

**Digital Mobile Philippines Inc. /SUN CELLULAR** o Greet the customers/subscribers and other important personalities politely that walks into the store and accommodates them interactively.

* Sell and educate customers with the company’s products.
* Manage irate subscribers and help resolve complains and problems. o Capable of handling difficult situations in a perfect manner.
* Ability to deal with problems involving several concrete variables in standardized situations. o Assists in phone configuration and basic trouble shooting. o Maintained excellent relationship with client and suppliers personally. o Receives payments. o Balance payment received at the end of the day. o Contributes to team effort by accomplishing daily reports needed.
* Perform other related duties as required.

## DOCUMENT CONTOLER (May 2012- August 2012) KCC Mall of Gensan

* Responds to all incoming calls pleasantly and directs callers to designated department in a highly professional manner.
* Responsible for the arrangement of collections (documents, magazines/newspapers)/deliveries through driver to our respective clients/suppliers.
* Coordinate with respective hotel receptionist’s airline agencies to have a timely departure/arrival for the employee’s meetings/flights.
* Give importance to the company's confidentiality.
* o File all the bills/invoices/Purchase Orders of incoming/out-going documents
* o Keeping the reception area clean and tidy at all times.

## ON-THE-JOB TRAINING (November 2011 – February 2012)

**Bureau of Internal Revenue**

o Maintain confidential records and office files. o Answer telephone calls, perform direct calls and respond to inquiries.

* Organize daily transaction reports on records room.
* Give assistance to customers in filling up the application forms. o Sorting out forms. o Type correspondence, reports and other documents needed.
* Scans daily important documents.
* Prepare documents and reports on the computer.
* Operates various office equipment’s like fax machines, scanners, telephones, typing machines and many more

# EDUCATION

**Course: Bachelor of Science in Information Technology Yr Graduated: 2012**

Notre Dame of Dadiangas University - Philippines

# PERSONAL INFORMATION

Civil Status: Single

Birthday: December 13, 1991

Age:24years old Weight: 50k

Height: 5’8