*Armed not only with academic excellence, sound values and right attitude but with the knowledge that I have truly found myself and my worth, I am...*



**Whats app Mobile:+971504753686**

 **Gulfjobseeker.com CV No:260252**

E-mail: gulfjobseeker@gmail.com

**Work experience:**

**Globus Direct Innovus BPO**

Customer Service Agent

(Oct 2014 – Aug 2015)

Primary responsibilities:

Promotes/sells/secures orders from existing and prospective customers through a relationship-based approach.

• Demonstrates products and services to existing/potential customers and assists them in selecting those best suited to their needs.

(**Assistant Administrator**)

Primary responsibilities: Prepare the file papers and documents, perform other duties as assigned.

**ZAMONY VENTURES/ PIONEER**

SALES PROMODIZER

(Jan 2014 –July 2014)

Primary responsibilities: Promote and introduce the earphones, headphones and maintain the sales target. Value the customers advertise the product.

**WOW Videoke**

WOW Sales Specialist

(Dec 2011 – Jan 2012, Nov 2012 – Dec 2013)

Primary responsibilities: Promote sales on WOW Videoke primarily enticing and demonstrating the usage of the MicVideoke.

**Folded & Hung, SM CDO**

STOCK CLERK

(June 2011 – November 2011)

Primary responsibilities: Monitoring of Stocks

Secondary responsibilities: maintaining the orderliness of the store in accordance to prescribed aesthetic standards as stated by upper management; to provide assistance to regular customers and potential buyers with items they consider purchasing; to ensure that items presented to the public are regularly restocked and are arranged in a very presentable manner; to run errands that are considered crucial to the operations of the store.

**Peanut World, SM CDO & Lim Ket Kai Mall**

SALES STAFF

(February 2009 – May 2011)

Primary responsibilities: highly involved in the preparation, promotions, and sales of topnotch peanut products.

**EDUCATIONAL BACKGROUND:**

* **Graduate Associate Degree**

**Professional World Academy (PWA)**

Mabulay, Cagayan de Oro City

Hotel Restaurant Services 2

With National Certificate (NC) II on the following:

* Housekeeping
* Food and Beverage Services
* Front Office
* **Vocational Degree**

**Alternative Learning System**

, 2008

* **High School**

**Carmen National High School**

2003-2007

* **Elementary**

**Cagayan de Oro City Central School**

Elementary education, 1996-2003

**PERSONAL INFORMATION:**

**Age:** 24yrs.old **Date of Birth:**  December 21,1990 **Marital Status:**  Single **Height:** 5’6 **Weight:** 52 kilos.

THE MANAGER

HR Recruitment

Dear Sir/Ma’am:

Greetings of Peace and Humility!

I am **ALVIN JOSEPH D. RASONABLE** and I would like to express my sincere interest to be part of your esteemed workforce and to be a part of your prestigious company. Consider this letter as my form of application. I am very open to any position where my talents and expertise will be of great use.

I am a goal-oriented person and I am confident in my skills and talents which I believe will enable me to become an asset to your organization. My past work experiences have taught me how to be team player, as well as an efficient and effective employee. I am also open to new things and learn more to be become a better employee and, ultimately, a better person.

I have attached my resume for your perusal. If an interview is necessary, please do not hesitate to get in touch with me through the contact number provided in the said document.

Thank you and more power!

Respectfully yours,

**ALVIN JOSEPH D. RASONABLE**