**First Name of Application CV No 1662456**

Whatsapp Mobile: +971504753686



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**OBJECTIVE:**

* To serve with growth oriented organization where ample scope for utilizing my potential exists as well as for my personal esteem and secure a challenging job that will utilize my education, experience and unique abilities to further my career opportunities.

**EMPLOYMENT BACKGROUND**

 **Accenture Inc., Philippines (May 10, 2010 to February 11, 2016)**

 **Office Admin and Sales Representative**

Data Entry/Operations/Back Office Processing

 **JOB DESCRIPTION:**

* Perform data entry and research in various systems and tracking tools
* Apply knowledge of processes and related systems in identifying, assessing and resolving issues/problems.
* Assess and resolve non-standard issues or problems.
* Seek advice and escalate issues when faced with tasks/problems outside the scope of the network.
* Work with internal customers (Sales, Finance and Implementation team) to resolve billing issues.
* Send documents and reports to specified email recipients and perform other duties assigned.
* Prepares reports by collecting, analyzing, and summarizing information.

**Olympic Village SM Megamall (January 9, 2010 to May 5, 2010)**

**Salesman Representative**

**JOB DESCRIPTION:**

* Helps customer make selections by building customer confidence; offering suggestions and opinions.
* Directs customers by escorting them to racks and counters; suggesting items.
* Advises customers by providing information on products.

**HIGHLIGHTS AND QUALIFICATIONS**

* A good listener, observant, and enthusiastic
* Resilient, optimistic, and fast learner
* Have a good communication skills
* Knowledgeable in MS applications

**EDUCATIONAL ATTAINMENT**

**Polytechnic University of the Philippines** *Bachelor Degree in Transportation Management (BTM)*

**2005 *–* 2009**

**TRAININGS**

**Domestic Tourism in Focus** – September 05, 2005 Manila, Philippines

**Mind your looks, Mind your style, Present Yourself with confidence** – March 02, 2007

Manila, Philippines

**Civil Aviation Authority of the Philippines (CAAP)**, completed the prescribe five hundreds (500) hours of On-The-Job training as Aerodrome facility clerk at the Aerodrome Development and Management service – November 03, 2008 – February 20, 2009 Manila, Philippines.

**Orientation on Port operations and Management** – November 29, 2009 at the Philippines ports Authority

Manila, Philippines

**PERSONAL INFORMATION**

Age : 29

Height : 5’9”

Civil Status : Single

Nationality : Filipino

Language Skills : English, Native Language