****

**CAREER OBJECTIVE**:

To obtain a challenging position in a growth oriented organization, with challenging and motivating work environment, where performance and professionalism are the fundamental criteria for growth that would enhance, elevate credentials to contribute towards the personal as well as organizational growth.

****

**CAREER HISTORY:**

**TECHNICAL SUPPORT REPRESENTATIVE**

Philippines

September 2013 to February 2014

***Duties involved:***

-Receiving incoming calls.

-Addressing customer’s problem.

-Isolating the issue.

-Managing and resolving customer complaints.

**HUMAN RESOURCES GENERALIST**

Wheeltek Motor Sales Corporation

Philippines (Head Office)

March 2012 to April 2013

***Duties involved:***

-Preparing the appointment of newly hired employees.

-Preparing 201 files of newly hired employees.

-Preparing appointments and contracts for payroll report.

-Orienting newly hired employees about the company.

-Assisting HR concerns from different departments and branches.

-Monitoring newly hired employees to their respective department or branch.

-Monitoring the request of personnel from different departments and branches.

-Monitoring of absences and tardiness every Saturday and Monday.

**RECRUITMENT ASSISTANT**

Wheeltek Motor Sales Corporation

Philippines (Head Office)

October 2011 to February 2012

***Duties involved:***

-Receiving Curriculum Vitae from applicants.

-Conducting initial interview.

-Facilitating Examination.

-Scheduling final interview.

-Providing the lists of pre-employment requirements.

-Checking the authenticity of the requirements.

**SALES** **REPRESENTATIVE**

Wheeltek Motor Sales Corporation

Philippines

July 2011 to October 2011

***Duties involved:***

-Assisting customer.

-Present different products to the customers.

-Explain the features of the products.

-Preparing needed documents to release the product.

-Monitor sales.

-Monitor competitors’ price.

****

**EDUCATIONAL BACKGROUND:**

**Tertiary** : General De Jesus College

Philippines

***Bachelor of Science in Business Administration***

***Major in Human Resources Development Management***

2007-2011

**PERSONAL BACKGROUND:**

Date of Birth : February 28, 1991

Height : 5’7 ½”

Sex : Male

Civil Status : Single

Citizenship : Filipino

**First Name of Application CV No:** **1669704**

Whatsapp Mobile: +971504753686

