**JOHN BENEDICT S. ELLA**

**PERSONAL SUMMARY:**

A results driven, articulate, well presented, hardworking and able to communicate effectively with people from all backgrounds and able to present products in a structured professional way.

**JOB OBJECTIVES:**

 To seek an opportunity to your company where a responsibility that will allow me to develop my skills and improve with demonstrated workmanship and achievement contributing to the success of the company.

**SKILLS:**

* Computer literate
* Excellent in typing and data entry skills
* Knowledge in Microsoft Office applications and report making
* Familiarity with all safety procedures focus on responsibility for items such as office equipments.
* Performs application and performance monitoring
* Setup and maintain documentation and standard
* High level of accuracy and attention to details

**PERSONAL STRENGTH AND QUALIFICATION:**

* Hardworking, trustworthy, cooperative and willing to share an idea.
* Risk taker and really enjoy of whatever responsibility.
* With Professional Drivers License:License#E04-14-001846 /Restrictions Code1-2

**WORKING EXPERIENCE:**

 **INTER-FASHION CORPORATION (IDEAL OPTICAL CORP.)**

Sales Consultant cum Admin. Assistant

 SM Dasmariñas, Cavite/ SM Mall of Asia/ Head Office (Philippines)

 March 2015- September 2015

**DUTIES & RESPONSIBILITIES:**

* Greeting and welcoming all potential and existing customers to the store.
* Matching the customer’s needs to the right product
* Willing to approach customers and able to close a sale
* Working as part of the sales team providing excellent customer service
* Taking customer payments in cash or via credit cards
* Excellent product knowledge
* Dealing with and resolving customer complaints and concerns.
* Building a rapport with customers
* Maintaining company policies and procedures
* Responsible for the awareness of the customer’s requirements
* Address customer’s complaints and problems and provide solutions by understanding their needs.
* Give assistance to customer and explain some information regarding the promotion or the products.
* Showing positive attitude and attention to details
* Maintain the company standard.
* Treat customers in a friendly and professional way.

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**SEMINARS ATTENDED:**

**Land Transportation Office: Seminar First LTO MCPF Motorcycle Safety Clinic**

LCC Naga Motorcycle Philippine Federation

Naga City District Office August 26, 2012

April 14, 2014

**Basic Training Course for Dairy Farm Workers**

University of the Philippines Los Banos

June 20-24, 2016 (with certificate)

**EDUCATIONAL BACKGROUND**:

1. PARTIDO STATE UNIVERSITY 2. BICOL TECH. DRIVING INSTITUTE

 Bachelor of Electrical and Technology Technical Education & Skills

Goa, Camarines Sur (Undergrad.2013) Development Authority, Goa (2014)

**PERSONAL DATA:**

Date of Birth : January 28, 1996

Gender : Male

Civil Status : Single

Religion : Roman Catholic

Nationality : Filipino

Height : 5’6” ft.

**Job Seeker First Name / CV No: 1811064**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

