**Raymond Caballas Torrecampo**

**Objective:** To secure position to your company where my skills and educational background can be effectively applied.

**WORKING EXPERIENCE**

Position :  **Consultant** - Customer Service Representative

 Sales, Billing, Retention, Escalation Departments

Duration : May 12, 2014 - April 2016 **(2 years)**

Company : Sutherland Global Service Inc.

Department : AT&T Connectech

Job Description

* Attending customer’s needs.
* Receiving sales, billing, and escalation concerns of the customer.
* Conduct investigations and resolutions to the customer’s escalation cases.
* Taking supervisor’s call.
* Doing floor walk and assisting newbies/other co-workers needs.
* Data encoding and call auditing.

Position : **Storekeeper / Admin / Purchasing Staff**

Duration : June 2010- December 2012 **(2 years and 6 months)**

Company : Middle Island Investment Pty Ltd.

Job Description

* Conducts inventory for heavy machineries spare parts, fuel and oil usages, and ration for workers.
* Checking orders for spare parts and ration before shipping to its designated camps.
* Data encoding and time-keeper.
* Payroll making for local employees.
* Daily reporting for export log scaled.

Position : **Internet Café Attendant**

Duration : April 2007 - April 2010 **(3 years)**

Company : Rhea’s Cyberzone

Job Description

* Assist customers in navigating websites and other research materials, printing, scanning documents needed.
* Ensuring daily report for gross income and daily expenses.
* Maintaining café’s cleanliness and orderliness.
* Data encoding.

**EDUCATIONAL BACKGROUND**

Education Level : College Graduate

Course : Bachelor of Science in Nursing

School / University : Mindanao Medical Foundation College

Location : R. Castillo St., Davao City, Philippines

Year Graduated : March 2009

**TRAININGS AND SEMINARS ATTENDED**

* Attended the “Basic Life Support”- Davao City Philippines
* Basic networking and computer software troubleshooting
* Product Specific Training - AT&T Connectech
* Customer Service Training - AT&T Connectech
* Retention Training - AT&T Connectech
* Sales Training - AT&T Connectech

**SKILLS AND INTEREST**

* Has basic knowledge on computer information.
* Flexible in any given work schedule.
* Work harmoniously with colleagues.
* Interests in meeting people, socialization and travel other places.
* Has capability to support the mission and goals of the company.
* Ready and interested to be trained with the company’s perspective.

**Personal Data:**

 Age : 32 years old

 Sex : Male

 Civil Status : Single

 Citizenship : Filipino

 Date of Birth : January 06, 1984

 Religion : Roman Catholic

**Job Seeker First Name / CV No: 1826490**

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