**Kelvin Arceo**

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CV NO: 1849302

**Career Objective:**

Seeking a challenging career with a progressive organization that provides the opportunity to capitalize my technical skills and abilities.

**Personal and Technical Skills:**

* Direct selling
* Merchandising
* Client Relationship
* Microsoft Office (MS Word, Excel)
* Communication Verbal and Written English
* Highly Organize and Efficient
* Smart Working And Persevering

**Work experience:**

**Retail Sales Associate**

**June 2015 – March 2016**

Melvan RTW Shop

Iloilo, Philippines

Duties and Responsibilities:

* Offers customer sales promos and new product lines.
* Responds to customer needs politely with clear communication .
* Deliver the ordered goods as swiftly as possible and make sure that the product is correctly given and is of good condition.
* Ensure proper stocking, replenishing as well as cleaning of sales areas.
* Maintains clean ambiance of the store.
* Performs task as assigned by superiors.

**Engine Rating/ Oiler**

**October 2011 – March 2015**

ZIM Integrated Shipping Co. Ltd.

C/V Zim Asia / Zim Atlantic / Zim Europa / M/V Sea Queen II

Manila, Philippines

Duties and Responsibilities:

* Taking readings in all machinery (pressure and temperature)
* Starting Auxiliary Machineries
* Selection and using of hand tools
* Maintaining cleanliness in Engine room
* Perform safety and Emergency in case of fire and abandon ship

**Educational Background**:

A.Y. 2009- 2010

Bachelor of Science in Marine Engineering

John B. Lacson Foundation Maritime University (Iloilo City, Philippines)

* Officer, College of Engineering and Industrial Technology (A.Y. 2009-2010)
* Organizer for Youth and College Programs

**Personal Information**:

Date of Birth: March 18, 1990

Address: Al Nhada Sharjah, UAE

Languages Known: Filipino and English