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|  | **Mervin**  [**Mervin.328399@2freemail.com**](mailto:Mervin.328399@2freemail.com) |

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|  | **Objective:**  Seeking a suitable position in a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization.  **Job History**  SALES REPRESENTATIVE  One Active Enterprises  Bacoor Cavite, Philippines  August 2015-July 2016  **Responsibilities:**   * Excellent communication skills, verbal and written * Excellent knowledge of the market conditions to aid sales * Good contacts for creating sales * Complete knowledge of the product and service * Should be able to multitask as they have to manage a number of people * Should have the ability to meet targets * Should be on the constant lookout of sales prospects * Have the ability to work even at odd hours * Follow up on each sale   WAITER  Aling Tonyas Restaurant  Macapagal blvd, Pasay,Philippines  February 2015 to July 2015  **Responsibilities:**   * Escort customers to their tables * Prepare and set tables following standard practice * Present menus to guests and respond to questions concerning menu items, then offer recommendation when asked to * Find out if customers are enjoying their meals or if they are having issues, resolve any complaint quickly * Explain to customers or guests how the different menu items are made, describing the various ingredients and the cooking methods * Serve food, wine, and other beverages to guests clear tables or counters of dishes and glasses and take them for cleaning at the kitchen   ADMIN/SECRETARY/DOCUMENT CONTROL/DATA ENCODER  NEHEMIAH ONE VENTURES INC.  Bacoor Cavite, Philippines  July 2014 to December 2014  **Responsibilities:**   * Check the information quality of documents, ensuring that these are properly registered in the system * Perform self-audit of administration details of the Report before endorsing it to the assigned auditor * Assist in amending Reports based on review done by the Trade Analyst, as necessary * Provide suggestions on process improvements * Report the correct information to the company   SALES MERCHANDISER  Wilcon Depot  General Mariano Alvarez, Cavite, Philippines  November 2013 to May 2014  **Responsibilities:**   * Plan and develop merchandising strategies that balance customers’ expectation and company’s objective * Analyze sales figures, customers reactions and market trends to anticipate product needs and plan product ranges/stock * Collaborate with buyers, suppliers distributors and analysts to negotiate prices, quantities and time-scales * Remain up to date with industry’s best practices.   Education:   * ASSOCIATE COMPUTER TECHNOLOGY (2012)   National College Science Technology  **Languages Known:**  English Fluent, Tagalog  **Personal Information**:  Date of Birth: November 24,1992  Nationality: Filipino  Marital Status: Single  Gender : Male  Visa Status: Tourist Visa |