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|  |  **Mervin****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, PhilippinesAugust 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

WAITERAling Tonyas RestaurantMacapagal blvd, Pasay,PhilippinesFebruary 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 ENCODERNEHEMIAH ONE VENTURES INC.Bacoor Cavite, PhilippinesJuly 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 MERCHANDISERWilcon DepotGeneral Mariano Alvarez, Cavite, PhilippinesNovember 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: FilipinoMarital Status: Single Gender : Male Visa Status: Tourist Visa |