**Clandestine.**

**Clandestine.333339@2freemail.com**

**Objective:** To contribute skills and knowledge to the company and to be more functional in the attainment of the company goals.

**Education:** Bachelor of Science in Business Administration

Major in Marketing Management

University of Baguio, Philippines

**Experiences:**

**Distributor Sales Personnel**

 **Isonn Marketing**

* Plan and carry out all sales activities on assigned accounts or areas.

Baguio City, Philippines

September 2016 – December 2016

**Customer Service Representative**

 **Convergys**

* Serves customer by providing product and service information.

Baguio City, Philippines

January 2016 – August 2016

**Marketing cum Receptionist**

 **Moldex Residences**

 **-** Answer clients’ queries, present our project and showroom.

Baguio City, Philippines

 June 2015 – December 2015

**Sales Marketing**

 **AXA Life Philippines**

 **-** Process business proposals, Invite clients over the phone to offer

 our services

 Baguio City, Philippines

 On-the-Job Training

 January 2015 – March 2015

**Nursing Sales Marketing and Secretary**

 **Pentagon Review Center**

**-** Introducing the review center in different universities, documenting profiles of reviewers.

 Baguio City, Philippines

 March 2012 – May 2012

**Service Crew**

 **Chowking Food Corporation**

**-** Providing good service to satisfy customers.

Baguio City, Philippines

 April 2010 – October 2010

**Pump Attendant**

 **Baguio Shell Station**

**-** Providing good service to create good relationship with customers and to increase sales of the company.

 Baguio City, Philippines

 March 2007 – October 2007

**Skills Highlights:**

* Ensuring customer satisfaction and managing quality of product and service delivery.
* Resolving product and service problems to satisfy customers.
* Assist members of our sales team on calls with prospects when appropriate to provide deeper dives into the product.
* Speak and present both internally and externally to promote the story of our product.
* Prospecting new accounts/ clients.
* Being knowledgeable about the products and services before introducing to customers/ clients.
* **Skills:**
* Computer literate; can operate software program (Microsoft word, excel, power point)
* Strong Relationship Building
* Negotiation Skill
* Good Communication Skills
* Decision Making Skills
* Excellent in interacting with other people
* Hardworking and doing works with timely manner