

REYMARK

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Email:

**Professionals Summary:**

* To apply my acquired knowledges as well as to develop my skills

and to attain experience towards self-advancement.

* Trustworthy and hardworking individual who has excellent communication skills and a strong ability to adopt to a new situations
* High energy background, proven track record of providing excellent customer services in a retail environment

Key attributes:

Documented success in exceeding individual and company sales goals

Demonstrated expertise in dealing effectively with customers complaint’s by employing diplomacy and tact

Core competencies

* Customer service
* Stress tolerance
* Communication
* Problem resolution
* Taking initiative

Professional experience:

Receptionist

Tuguegarao City, Cagayan

Holiday plaza h0tel

March-June 2014

Duties and Responsibilities

* Serve visitors by greeting, welcoming, directing and announcing them appropriately
* Answer, screen and forward any incoming phone calls while providing basic information when needed
* Receive and sort daily mail/deliveries/couriers
* Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)
* Update appointment calendars and schedule meetings/appointments
* Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

Salesman

SM MALL

Tuguegarao City, Cagayan

July-December 2015

Duties and Responsibilities

* Welcome customers as they enter the store and inquire into their purpose of visit
* Provide information regarding products of choice and led customers to the right shelves or aisles.
* Assist in choosing the right product by first understanding what is required and then suggesting appropriate products
* Demonstrate features product of interest and provide information regarding pricing
* Educate customers on how to claim warranty and provide information about discount or promotional officers.
* Assist customers throughout the payment procedure and pact purchases.

Skills:

* Strong customer service orientation
* Efficient oral and written communication skills
* Excellent skills and maintaining cleanliness and personal hygiene standards
* Task oriented, diligent, flexible, punctual, responsible and able to multitask

PERSONAL INFORMATION

Place of Birth : Barancuag, Tuao, Cagayan

Birth date : March 30, 1995

Age : 21

Civil status : single

Height : 5’8”

Weight : 64 kg.

Citizenship : Filipino

Religion : Roman Catholic

EDUCATIONAL BACKGROUND

Elementary Level

Tuao Central Elementary School

Centro 02 , Tuao, Cagayan

2002-2008

Secondary Level

Itawes National Agricultural and Technical School

Alabug, Tuao, Cagayan

2008-2012

Tertiary Level

Bachelor of Science in Marine Engineering

University of Cagayan Valley

Balzain Highway, Tuguegarao city

2012-2016

Visa status: Visit Visa