**RICHARD**

**RICHARD.336255@2freemail.com**

**CAREER SUMMARY**

More than three years in Sales Industry- both in Telesales and Real Estate. Handled US-based accounts and worked for Philippines’ number 1 property developer. I am seeking employment with a company where I can further enhance my skills and knowledge, and succeed in a challenging environment, building the success and growth of the company.

**EDUCATION**

**BACHELOR OF SCIENCE IN MARINE TRANSPORTATION** (June 2001- April 2004)

Pangasinan Merchant Marine Academy

Dagupan City, Pangasinan Philippines

Awards:

**YMCA Academic Excellence Award**

**SKILLS & PERSONAL ATTRIBUTES**

* Knowledge in Sales
* Can perform Basic Computer Operations
* Able to work individually or in a team
* Able to work under pressure
* Knowledge in General Safety, Fire Fighting and Prevention and Medical First Aid.
* Adaptable to new situations and colleagues
* Motivated and focused in achieving a goal
* Well-organized, eager to learn and pro-active
* Can deal and learn from mistakes
* Can communicate effectively in English Language
* Able to multi-task

**WORK EXPERIENCES**

**TELEMARKETER**

* ***eTelecare Global Solutions*** (Makati City, Philippines) December 2006- January 2009

Accounts Handled: Sprint & NEXTEL USA

Responsibilities:

* Influences customers to buy services and merchandise by following a prepared sales talk to give service and product information and price quotations.
* Handle customer questions, explaining the products or services they deserve in the correct scripted sales pitch.
* Adjust sales scripts to better target the needs and interests of specific individuals.
* Answer telephone calls from potential customers who have been solicited through advertisements.
* Research required information using available resources
* Manage and resolve customer complaints
* Process orders, forms and applications
* Maintains safe and clean working environment by complying with procedures, rules, and regulations.
* Contributes to team effort by accomplishing related results as needed.
* Input order details into the computer system

**ACHIEVEMENTS:**

* Became top-performing agent in Metro Manila Area
* Has successfully processed and activated accounts of US establishments like hotel security departments.
* Awarded Most Punctual Agent

**REAL ESTATE AGENT/ PROPERTY SPECIALIST**

* ***SM DEVELOPMENT CORPORATION*** (Pasay City, Philippines) December 2013-December 2014

Project Concentration: Field Residences (Paranaque City, Philippines), Jazz Residences (Makati City Philippines) – Condominium Type Properties

Responsibilities:

* Study property listings, interview prospective client and accompany clients to property sites.
* Present clients the general layout, description, amenities and services of a property being sold.
* Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
* Interview clients to determine what kinds of properties they are seeking.
* Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting.
* Visit properties to assess them before showing them to clients.
* Review plans for new construction with clients, enumerating and recommending, develop proposals for current or prospective customers, recommend products or services to customers.
* Evaluate mortgage options to help clients obtain financing at the best prevailing rates and terms.
* Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.

**ADMINISTRATIVE ASSISTANT**

* ***LAURIN MARITIME AB*** (Quezon Avenue, Quezon City Philippines) January 2004-January 2005

Responsibilities:

* Provides general administrative support to people and clients in the company.
* Answers calls and emails from clients/seafarers regarding enquiry.
* Schedule and coordinate meetings, dispatch schedules, training schedules to participating employees
* Assists in preparing documents, contracts, travel tickets, transportation and embarkation papers
* Perform data entry, photocopy and scan documents for filing
* Run company errands to banks, embassies and travel agents offices.
* Remind and provide office supplies for each department
* Maintain and organize company hard and soft copy filing system
* Participate in resolving company or administrative problems
* Assist in holding a job fair
* Review applications and assessment for completeness in documents needed
* Send new hire information to accepted candidates after a job interview or job fair.

**PERSONAL DOSSIER**

Date of Birth: 28 March 1984

Birth Place: Metro Manila,

Philippines

Visa Status: Tourist Visa valid until March 15, 2017

Languages: English, Filipino