**RON**

**RON.336773@2freemail.com**



**CAREER OBJECTIVE**

* A career with a progressive organization that will use my education, skills, abilities and experience, where I can effectively contribute to the organization’s operation and business development in any way that best matches my skills and experience.



**PROFESSIONAL SKILLS**

* A dynamic and assertive professional dedicated to outstanding results and customer satisfaction
* Enthusiastic and motivated individual with strong and communication skills, who possesses the ability to establish and maintain good relationship with co workers
* Maintaining positive attitude to successfully manage multiple assignments under tight deadlines
* Computer literate: Good in Microsoft Office such as Microsoft Word, Excel, PowerPoint and Outlook
* Basic knowledge in Photoshop, Illustrator and InDesign



**WORK EXPERIENCES**



**LEARNERS POINT TRAINING INSTITUTE**

Dubai, U.A.E

September 2014 – October 2016

***COURSE CONSULTANT / SALES EXECUTIVE***

* Create detailed business plans to facilitate the attainment of goals and quotas
* Create, design and post advertisement and promotions/strategies on social medias
* Plan and execute sales strategies for the organization in UAE, accordance with agreed or evolving business plans
* Liaise with the training and development team to design marketing plans including setting up DEMOs
* Manage entire sales cycle from finding client to securing a deal
* Provide professional after-sales support to enhance the customer’s dedication
* Remain in frequent contact with the clients in your responsibility to understand their needs
* Respond to complaints and resolve issues aiming to client’s contentment and the preservation of the company’s reputation
* Unearth new sales opportunities through networking and turn them into long term partnership
* Present products and services to current and prospective clients
* Negotiate agreements and keep records of sales and data
* Maintaining records, spreadsheets and database properly.

**DELOS SANTOS – STI MEDICAL CENTER**

Quezon City, Philippines

July 2012 – December 2012

***OPERATING ROOM NURSE***

* Collaborating with other healthcare team in preparing the patient for an operation
* Making sure of right operation for the right patient
* Gather database of the patient before, during and after the operation
* Provide pre-op and post-op nursing education
* Ensuring that all pre medication are given prior to the start of operation
* Assisting surgeon during operation
* Constantly monitor patient’s condition during operation
* Documenting all gathered data and procedures for the entire operation
* Cleaning and fixing equipment used for the operation



**DELOS SANTOS – STI MEDICAL CENTER**

Quezon City, Philippines

September 2011 – July 2012

***STAFF NURSE***

* Caring patients on a high standard procedure
* Giving medication on patients upon doctors order
* Understanding each patient’s right
* Making proper documentation of all actions and information rendered to the patient
* Giving health education and emotional support to the patient

**SUTHERLAND GLOBAL SERVICES**

Baguio City, Philippines

May 2011 – September 2011

***CUSTOMER SERVICE REPRESENTATIVE***

* Deliver service and support to end-users using and operating automated call distribution phone software, via remote connection or over the Internet
* Interact with customers to provide and process information in response to inquiries, concerns, and requests about products and services
* Gather customer’s information and determine the issue by evaluating and analyzing the symptoms
* Research required information using available resources
* Follow standard processes and procedures
* Identify and escalate priority issues per Client specifications
* Redirect problems to appropriate resource
* Accurately process and record call transactions using a computer and designated tracking software
* Offer alternative solutions where appropriate with the objective of retaining customers’ and clients’ business
* Organize ideas and communicate oral messages appropriate to listeners and situations
* Follow up and make scheduled call backs to customers where necessary
* Stay current with system information, changes and updates



**EDUCATIONAL BACKGROUND**

**Level Name of School Year**

**College**  University of Baguio 2004- 2009

DEGREE: Bachelor of Science Gen. Luna Road

In Nursing Baguio, City Philippines



**PERSONAL INFORMATION**

**AGE:** 29 years old

**BIRTHDAY:** October 1, 1987

**NATIONALITY:** Filipino

**MARITAL STATUS:** Single

**VISA STATUS:** Tourist

I **RON** certify that all the above information are true and correct to the best of my knowledge and beliefs.