**SUMMARY**

Seeking a customer service, sales, administrative, or related position in which extensive experience in customer service, sales, cash-handling, data-entry, and other clerical duties, excellent communication skills, superior leadership abilities, and a record of success in all previous positions will be of value.

**EXPERIENCE**



Apr 2009 - **Telesales / Customer Service**

Jan 2011 Intellmed, Inc., PH

* Upselling medical and pharmacy software
* Cold calling all leads and prospect client and closing a deal Assisting customer's concern and other related issues
* Troubleshoot client’s issues



Feb 2011 - **Customer Service / Sales**

Feb 2012 Stream Global Services, PH

* Receives calls for SiriusXM Radio concerns
* Handles irate and impatient customers
* Up-selling radio for promotional purposes
* Closing sales in a period to hit monthly sales quota

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Feb 2012 - **IT Specialist**

Mar 2015 MedSpecialized, PH

* Providing client support and technical issue resolution via E-mail, phone, and other electronic medium
* Talking client through a series of actions over the telephone to help setup systems or resolve issues
* Installing and configuring software and applications
* Troubleshooting system and network problems and diagnosing and solving hardware/software faults



Feb 2012 - **Sales Executive**

Mar 2015 Dunia Finance LLC, UAE

* Offers car loan, cash loan and business loan
* Convincing people to apply for a loan
* Prepares document needed from client to be submitted for assessment

Nov 2015 - **Client Services Associate**

Present Exential Mideast Investment, UAE

* Receives calls, emails, and client’s documentation
* Filing of documents and record tracking
* Provides customer satisfaction and best service

**Jayson**

 Client Services Associate



**PERSONAL**

Birthday : July 26, 1984

 Age : 32

 Nationality : Filipino

 Visa Status : Resident

 Email : jayson.336828@2freemail.com



**EDUCATION**

**Diploma in Information**

 **Technology**

Systems Technology Institute

* Skills in Computer programming
* Knowledge in all Microsoft application and programs
* Internet savvy

**SKILLS**

* Telephone Etiquette
* Communication (Oral/Written)
* Computer (MS Office)