Floyd

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**PERSONAL DATA**



Birth date : January 2, 1991

Birthplace : Zamboanga City

Sex : Male

Citizenship : Filipino

Civil Status : Single

Religion : Catholic

**EDUCATION**

BachelorofSciencein Business Administration Major in Marketing

University of San Carlos-Cebu

**CAREER OBJECTIVE**

To be a part of a more dynamic company that will best utilize my talents and skills and continuously provide an avenue of new learning.

**POSITION SOUGHT**

* Sales Associate
* Customer Service Representative
* Marketing Assistant
* Marketing Representative
* HR Assistant

**SKILLS**

* Proficient in Ms Office
* Leadership skills
* Good Customer Service
* Interpersonal and communication skills
* Hardworking and also motivated
* Can work as a team

**WORK EXPERIENCE**

**HR Assistant**

Purcia Transport System Inc. Philippines

January 15, 2013 to June 20, 2014

* Encode data of new employees on the computer.
* Responsible for documenting terminations, absences and performance reports of employees.
* Assisting with day to day operations of the HR functions and duties.

**Accounts Manager/Sales Agent**

Robinsons Land Corporation

December 21, 2014 to January 2, 2017

* Responsible to establish, develop and maintain positive business and customer relationships.
* Coordinate sales effort with team members and other departments.
* Reach out to customer leads through calling.
* Promote and also market our product.
* Meet customers and present the product.

**Customer Service Representative**

Sykes Asia Inc.

July 4, 2014 to December 30, 2016

* Providing excellent customer service
* Resolve customer complaints and issues.
* Maintain customer records.
* Handle complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
* Follow communication procedures,guidelines and policies
* Take the extra mile to engage customers