***Gerald***

C/o-Mob. No. +971505891826

Email: [Gerald.344653@2freemail.com](mailto:Gerald.344653@2freemail.com)

**Objective:** To work in a competitive environment where I could enhance my skills that will best serve the company/hotel and its client.

**WORK EXPERIENCE:**

NMC Adworks Graphics Inc.

***Account Sales Executive***

***April 2015 to December 29, 2016***

* Sell company products & services to potential clients
* Coordinate shipping schedules and delivery of merchandise and services.
* Identify and resolve client concerns.
* Participate in marketing events such as tradeshows and exhibits.
* Follow-up for collection of payment.
* Assist the costumers about their concerns

Adworks Graphic Design,Inc

103 Greenrich Mansions,Pearl Drive st.

Ortigas Center, Pasig City

***Receptionist***

***February 25, 2012 - March 2015***

* Receive and transfer incoming business calls in a professional manner.
* Receive, direct and relay telephone messages and fax messages.
* Provides clear information’s to the clients.
* Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.

**EDUCATIONAL BACKGROUND**

High School

Salvador Araneta Memorial Institute

2004-2008

**PERSONAL BACKGROUND**

Date of Birth: January 30,1992

Age: 24 Years Old

Religion: Roman Catholic

Civil Status: Single

Nationality: Filipino

Height:5’9

Weight: 75 kg

**SKILLS**

* Knowledge in Microsoft Office, word, and web surfing.
* Typing speed 25wpm.
* Almost 4 years working experience in Sales & Office Staff.
* Pleasant and able to communicate in English.
* Can work harmoniously with a group.
* Willingness to be trained and learn new things and ideas.
* Physically fit with positive work attitude.