**JOHN**

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**SYNOPSIS & OBJECTIVE:**

* *To be able to render quality service and present an appropriate image for the company and facilitate competently with colleagues and clients in the area of Customer Service, Marketing and/or Sales environment.*
* *Goal directed, results-oriented professional with a strong administrative background and education. Has keen insight in the needs and views of others - able to listen and identify issues or problem areas and form innovative solutions. Honest, hardworking, can work under pressure and trustworthy. Practices high level of accuracy, confidentiality and efficiency.*

**PROFESSIONAL EXPERIENCE:**

**Sales/ Marketing Assistant** September 2015 – November2016

D’ ASIAN HILLS BANK INC (Philippines)

Financial Institution

* Endorsing products in the market and ensure to meet customer needs and satisfaction.
* Served as central point of contact for all clients needing to gain access to any information to the products.
* Help develop strategic and implement strategic sales plans
* Report weekly sales forecasts to the Manager
* Develop market analysis to identify customer needs, price schedules, and discount rates
* Deliver sales presentations/proposals to prospective clients with a successful closing rate
* Manage projects to make sure timely completion
* Assist with sales/marketing and advertising campaigns

**Customer Service Representative/Encoder** August 2014 – July 2015

PARASAT CABLE TV INC (Philippines)

TV Cable and Internet Provider

* Answers phone calls and other media regarding customer complaints
* Tracks records of all supplies of the company
* Installs TV decoder boxes
* Supports higher official and handled extra projects as needed
* Keep log of inward and outward documents including courier booking

**Service Crew (Part time)** September 2013 – October 2013

Jollibee (Philippines)

Food Franchise

* Welcome, help and process customers’ orders and generate bills
* Provide answers to queried from clients regarding services and products of the store
* Clean all tables before, during and after the scheduled duty
* Provide customers satisfaction as they enter the store

**EDUCATION:Bachelor of Public Administration**

 Bukidnon State University

 Fortich St. Malaybalay City, Philippines

**PERSONAL INFORMATION:**

• Date of Birth : June 4, 1993

• Citizenship : Filipino

• Gender : Male

• Civil Status : Single

**References:** Available upon Request