

**Gerry**

**Gerry.357156@2freemail.com**

**PERSONAL INFORMATION**

**Age**  : 31

**Gender** : Male

**Birth date** : June 01, 1985

**Birthplace** : Cabanatuan City Philippines

**Citizenship** : Filipino

**Language** : Tagalog, English, Basic Arabic Speaking

**Civil Status** : Married

**Religion :** Catholic

**Height** : 5’5

**Weight** : 66

**EDUCATIONAL ATTAINMENT:**

**College: Computer Equipment Servicing Technology**

NuevaEcija University of Science and Technology

 Cabanatuan City Philippines

2002 – 2005

**Secondary : Nueva Ecija National High School**

Cabanatuan City1998-2002

**Elementary : Obrero Elementary School**

Obrero Cabanatuan City 1992 -1998

**WORK EXPERIENCES**

**Part time Customer Service Staff: Mbz International Robotic Challenge**

 **Yas Marina Abudhabi**

 **March 2017**

**Idex Event**

 **Adnec Abudhabi**

 **February 2017**

**Stack Science Event**

 **Skydive Dubai Marina**

 **October 2016**

**Formula 1 World Championship**

 **Yas Marina Circuit Abudhabi UAE**

 **November 2016**

**Data Entry Clerk: Western Bainoona Group**

 **Mussafah Industrial Abudhabi UAE**

**November 28, 2013 – May 09, 2016**

**Data Entry Clerk Job Duties**:

* Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
* Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
* Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
* Maintains data entry requirements by following data program techniques and procedures.
* Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.

**Computer and Sales Technician: Yara Future Trading Est.**

**Riyadh Saudi Arabia**

 **June 08, 2011- July 26, 2013**

* Set up and troubleshoot popular networks
* Fix standard PC problems.
* Work with wires and cables to ensure proper setting up of Complex networks.
* Diagnose problems using specific tools.
* Install, test and maintain a variety of personal computing and networks system
* Complies and record all procedures, ensure complete of related supplies is maintained
* Utilizes Smacc5 Server,
* Knowledge in Troubleshooting Problem
* Repair and good install programs and especially every day sales was good.
* Checking inventories and Reports,

**Support Customer Service: Winter Technologies inc. Philippines**

 **December 2008– May 2010**

**Support Customer Service Job Duties:**

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
* Maintains safe and clean reception area by complying with procedures, rules, and regulations.Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contributes to team effort by accomplishing related results as needed

**Sales Coordinator: Best Mobile Inc. Philippines**

 **December 2006- July 2008**

**Sales Coordinator Job Duties:**

* Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.
* Writing up accurate and grammatically correct sales correspondence.
* Tracking sales orders to ensure that they are scheduled and sent out on time.
* Effectively communicating with customers in a professional and friendly manner.
* Ordering and ensuring the delivery of goods to customers.
* Supporting the field sales team.
* Ensuring that staff uniforms and personal appearance are always clean and professional.
* Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
* Organizing sales promotional campaigns.
* Contacting potential customers to arrange appointments.
* Speaking with customers using clear and professional language.
* Resolving any sales related issues with customers.
* Completing the administrative needs of the Sales Department.