**Mervin**

**Mervin.366697@2freemail.com**

**OBJECTIVE:**

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals, I want to be part of the success in an environment of growth and excellence.

**QUALIFICATIONS:**

* I am self-motivated, maintains high level of energy when it comes to work and willing to meet new challenges.
* Encouraged creativity and higher-order thinking to increase work performance.
* Tolerant and flexible, adjusts to different situations.

**EDUCATION:**

2003 - 2009 **STI College of Meycauayan**

 Bachelor of Science in Computer Science (BSCS)

Meycauayan Bulacan, Philippines

1999 – 2003 **Saint Michael Academy**

 Marilao Bulacan, Philippines

**WORK EXPERIENCE:**

Oct 2015 – Jan 2016 **Sales Executive**

 **KOR Concept Store**

 **State of Kuwait, Middle East**

Demonstrating and presenting products to new and VIP customers, ensures customer satisfaction, handling sales reports, maintaining accurate records of stock and receiving delivery of products.

Jan 2015 – June 2015 **Secretary (Safety Department)**

 **Heavy Engineering Industries & Shipbuilding Co.**

 **State of Kuwait, Middle East**

Preparing all forms of communications to provide

information to unit heads, officers, subordinates and to communicate with other departments. Handling document and record information, maintain files and process all paper work, and to perform day to day administrative tasks. Coordinating with other departments to receive or submit regular reports in time.

Oct 2014 – Dec 2014 **Admin Assistant (HR Department)**

 **Heavy Engineering Industries & Shipbuilding Co.**

 **State of Kuwait, Middle East**

Provide office support to executives, managers, and other

professionals. Maintaining the employee records of the company and providing initial orientation for newly hired

employees

Feb 2010 – Dec 2012 **Order Management Service Fulfillment (OMSF)**

 **Globe Telecommunication, Philippines**

Handling pre-sales activity with company sponsored events

or blitz, assist walk in customers, multi-tasked (Service

Modification and CSR Functions), prepares monitoring

reports.

May 2008 – August 2008 **Technical Assistant in Consumer Broadband**

**Installation Group (On-The-Job Training)**

**Globe Telecommunication, Philippines**

Provided comprehensive and quality care for the subscriber at all times and closing of account of the subscribers using the Integrated Customer Care and Billing System.

**RESEARCH PAPER/PROJECT PREPARED:**

November 2007 – March 2009 **Computer Aided Instruction in BIOLOGY**

**Thesis Project**

A computer based learning system that will help the High School student of Maria Katrina School to learn more easily by the use of multimedia.

**PERSONAL BACKGROUND:**

Age : 30 years old

Birth Date : Feb 28, 1987

Civil Status : Married

Language Spoken : English, Tagalog

 Visa Status : Visit Visa

I hereby certify that the above information is true and correct to the best of my knowledge and belief that I have not withheld any pertinent facts or information.

**REFERENCES:**

Available upon request