**JOEL**

Email Address: [joel.369840@2freemail.com](mailto:joel.369840@2freemail.com)

**QUALIFICATIONS**

* Excellent communication and interpersonal skills
* Extreme high standard and a zest for learning and delivering high level of customer service: highly competitive who is organized, discipline and Goal-oriented; a team player and fast learner.
* Experienced in Sales and Marketing
* Cooperative,Responsible,Hardworking
* Outstanding customer service skills and experience of clothing retail outlet
* Computer literate
* Experience in Data Encoding

**WORK EXPERIENCE**

**MOTORHUB INC./NISSAN CAB.**

June 21, 2010 – May 1, 2017

Drt Highway Baliuag, Bulacan Philippines

**Designation: credit and Collection Supervisor**

**Duties and Responsibilities**

* Monitoring of total sales a month per sales agent
* Monitoring of total collection a month per collector
* Monitoring Account Receivabes
* Daily encoding of payments in web
* Advised customers on utilization and care of product .
* Answer customers queries and concerns.
* Reponsible for promoting new items.

**SM-SuperMall**

**Baliuag Branch**

March 2009 – August 2009

**Designation: Sales Clerk**

**Duties and Responsibilities**

* Greet and Welcome customers.
* Handling customer’s complaints in a Professional and diplomatic way.
* Maintain knowledge of current Sales and Promotions,policies regarding Payment and Exchanges & security practices .
* Arranging inventory on the store floor.
* Recommend and Help locate or obtain merchandise based on customers needs and desires.
* Display merchandise on racks in an attractive manner.
* Reponsible for promoting new items.
* Greeted & obtained information on customers needs & showed them ranges of clothing.
* Keeping store organized Clean.

**EDUCATIONAL BACKGROUND**

**2004-2008 Asean College of Science and Information Technology**

BACHELOR OF SCIENCE AND INFORMATION TECHNOLOGY

Baliuag, Bulcan

**1998-2002 St. Augustine College**

Baliuag, Bulacan

**PERSONAL BACKGOUND**

Date of Birth : March 24, 1985

Visa status : Tourist Visa

Nationality : Filipino

Language spoken : English/Filipino

Height : 6’0ft

Status : Single

I hereby certify that the information given above are true and correct to the best of my knowledge and belief.

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Joel