**JULITO**

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**EDUCATIONAL BACKGROUND:**

**Bachelor of Science in Office Administration**

**Carcar City College**

Cebu City, Philippines

Graduated: March 2015

**WORK EXPERIENCE:**

**Administration Assistant/ Clerk**

**Comelec Office and Water District Office**

**Carcar City, Cebu**

June 01, 2016- June 30, 2017

**Tasks:**

1. Encodes data assigned and makes monthly report using microsoft office applications (MS Excel, Word

and Powerpoint).

2. Photocopy files assigned.

3. Maintain harmonious relationship with co-worker.

4. Assigned to generate group activities during team building.

5. Entertains customer's queries.

**Salesman of Motor Bike / Secretary**

**Carcar City Motorparts**

**Carcar City, Cebu**

June 2015 - May 30, 2016

**Tasks:**

1**.** As a representative, we illustrate and explain about any kind of products manufactured by the industry

to the customers. We have to make calls and communicate with customers to sell products.

2. We have to attend customer's queries over phone and maintain e-mail to follow up contacts and sales.

3. Maintain daily and weekly report.

4. Maintains professional relationship with every customer and co-worker.

5. Attends meetings, test products, take orders and negotiate prices.