**JOHN**

**Email:** **JOHN.374382@2freemail.com**

**Visa Status : Visit Visa**

**OBJECTIVES**

 To feel and experience the actual world of work, develop the value of professionalism and love of work as well as to improve my personality as a career person while utilizing my skills.

**SKILLS AND ABILITIES**

* Knowledgeable in MS Office Applications
* Technical Support
* Clerical/Office Works/Entertaining Applicants
* Can speak and understand English and Filipino Language
* Effective listening skill
* Trustworthy, Hardworking, with good moral values and standard
* Ability to do presentations in a group setting
* Able to multi-task and prioritize own work.
* Customer-oriented focus with a creative, aggressive and winning attitude

**EDUCATIONAL ATTAINMENT**

**Tertiary : Batangas State University**

 Golden Country, Alangilan, Batangas City

 Bachelor of Industrial Technology

Major in Instrumentation and Control Technology

 March 2014

**Secondary : St. Joseph Academy**

 San Jose, Batangas

 April 2011

**Primary : Concepcion Elementary School**

 Concepcion, Batangas City

 March 2007

**AWARDS AND RECOGNITION**

* Dean’s Lister, SY 2012-2013, 1st semester
* Dean’s Lister, SY 2013-2014, 1st semester

**EMPLOYMENT EXPERIENCE:**

**Distributor Sales Information Personnel**

**ROYAL SALES MARKETING CORPORATION**

Sampaga, Batangas City

April 2016-September 2017

Job Description:

1. Acts as a support on a per distributor basis in ensuring the provision of complete, accurate, reliable and prompt (CARP) sales and marketing information.

2. Provides the Distributor Sales team with weekly and monthly Sales Update and KRA achievement.

3. Aids in the analysis of the relevant information to identify root causes, issues, and/or opportunities (that can be translated to action programs or forwarding actions).

4. Regularly provides the SAP with the CARP sales & marketing data and insights.

5. Works on the data integration and validation to provide more meaningful analysis.

6. Acts as the “trigger point” in spotting issues and opportunities in the operation.

7. Monthly presentation of Distributor Sales and KRA performance with insights to identify key issues and to discuss and agree next steps/action plans with the entire sales team.

**Service Crew**

**SHAKEYS BATANGAS CITY**

Pallocan East, Batangas City

May 2014 – March 2016

Job Description:

1. Greet and welcome the customer.

2. Assist the customer by giving and showing the menu

3. Maintain the cleanliness and the orderliness of the store.

4. Ensuring the availability of the food and stocks

5. Responsible for the inventories and expiration of then stocks

6. Provides overall customer satisfaction

7. Know the daily, weekly, and monthly target

8. Have a good relationship with the other crew and managers.

**TRAININGS AND SEMINARS ATTENDED:**

**On-the-Job Trainee**

**IBAAN ELECTRIC AND ENGINEERING CORPORATION**

Ibaan, Batangas

November 2012-February 2013

Job Description:

1. Assigned as a receptionist in front desk.

2. Assisting maintenance technician on trouble-shooting.

3. Conducting field work (mapping/area validation via gps)

4. Encoding and printing documents.

**On-the-Job Trainee**

**SORO-SORO IBABA DEVELOPMENT COOPERATIVE FEEDMILLS**

Soro-soro Karsada, Batangas City

August 2013-November 2013

Job Description:

1. Monitoring temperature level of the boiler.

2. Assisting maintenance operator on trouble-shooting

3. Encoding machine’s daily reading

4. Assisting maintenance operator on changing feeds’ screen.

5.. Creating reports/incident reports

**PERSONAL INFORMATION**

 Age : 22

 Date of Birth : April 11, 1995

 Gender : Male

 Civil Status : Single

 Height : 5’9”

 Weight : 55 kg.

 Nationality : Filipino

 Religion : Roman Catholic

*I hereby certify that above-mentioned informations are authentic to the best of my knowledge.*