**PAUL**

Mobile No.: Whatsapp +971504753686 / +919979971283

Email Add.: paul.375347@2freemail.com

**UAE, Visit Visa** (Valid until 3rd Feb 2018)

**CAREER OBJECTIVE**

To acquire a challenging opportunity with a reputable organization to contribute to growth and profitability through application of my knowledge, technical expertise, skills and competencies in any field of work which these skills can be broaden and utilized

**HIGHLIGHT OF QUALIFICATIONS:**

* **Knowledge in ACONEX system for construction company in UAE.**
* **Knowledge in Document Controller role.**
* **Highly experienced in customer services activities.**
* **Profound experience in managing and coordinating clients and colleagues**
* **Flexible, detail-oriented and goal-oriented in either individual or group settings.**
* **With analytical skills and ability to manage multiple tasks simultaneously, resolve problems and present appropriate business solutions and recommendations**

**EMPLOYMENT HISTORY:**

**DATA CENTRIC CORPORATION**

***Business Process Outsourcing***

April 2015 – June 2017

Bonifacio Global City, Taguig, Philippines

**Data Entry Operator**

 July 2016 – June 2017

* World Lottery Data Center is the application for gathering and processing data from the world lotteries.
* Application’s main purpose is results input and distribution to the clients through the LCoC (LCoC – Life Cycle of Odds).
* Each result will be presented to players by virtual visualization of the draw through the streaming system

 **Sports Gaming - Match Operator / Call Center Agent**

April 2015 – July 2016

* Handling VOIP telephone calls to Match Reporters in different countries
* Provides real-time update match commentary directly in the system
* Responsible for data accuracy
* Monitors results and information websites to check current game match data
* Support existing client in daily operations to ensure best performance on our games
* Keeping client up to date on new game releases, updates and news
* Coordinates to superiors concerning changes in game match schedules

**Sykes Philippines**

***Business Process Outsourcing***

Jan 2014 – Feb 2015

Makati City, Philippines

 **Customer Service Representative (Financial Account)**

* Analyzed clients’ needs based on their current financial situation.
* Periodic reviews to measure the success of the financial plan and to make necessary adjustments.
* Assisted businesses with group benefits, key man, executive bonus, and succession planning.
* Proposed financial solutions designed to satisfy client goals and implemented the financial plan of choice.
* Upheld the company’s confidentiality policy to the fullest by ensuring that client information as maintained, updated, and disposed of properly.

**International Elevator & Equipment, Inc. (IEE)**

***Construction***

Nov 2012 – Nov 2013

Km. 23 West Service Road, South Superhighway
Cupang, Muntinlupa City, Philippines

 **Admin Assistant**

* Handle administrative request and queries from senior managers
* Organizing and scheduling appointments within admin software
* Coordinating with IEE Engineers regarding their concerns
* Assisting in daily office needs
* Maintain complete and accurate record of all employees
* Coordinate and facilitate updates and admin concerns of the branches

**INTERNSHIP:**

* **MANILA GRAND OPERA HOTEL**

May – July 2011

Philippines

**EDUCATIONAL BACKGROUND**

Educational Level: Highest Education

Course: *Bachelor of Science in Hotel and Restaurant Management*

Inclusive Dates: 2007 - 2011

School/University: *Lyceum of Alabang*

 **Varsity Player (Basketball**)

Achievement: 2009-2010 Basketball Champions

Educational Level: Secondary Level

Inclusive Dates: 2002 – 2006

School/University: *Saint Francis of Assisi College*

 **Varsity Player (Basketball)**

Achievement: 2004 – 2005 EMAA Champions

 2005 – 2006 EMAA Champions

**PERSONAL DETAILS**

Date of Birth: November 03, 1989 Nationality: Filipino

Gender: Male Religion: Roman Catholic

Civil Status: Single Language: English and Filipino