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***OBJECTIVES***

To work in a dynamic working environment, that would allow me to both enhance my experience and expertise, while contributing the overall performance and growth of the company.

**QUALIFICATION:**

I am a graduate of Bachelor of Science in Computer Science, La Salle University Ozamiz City, Misamis Occidental, Philippines. Strong Knowledge and competence in English speaking, Effective team player, can easily deal and work with different individuals, Dynamic self-starter, work with minimum supervision, Fast learner, Working under pressure with working spirit, Ability to work in influence team, Honest Highly motivated individual, Good interpersonal, willing to undergo training and Organized.

***WORK EXPERIENCE***

**Mechandiser Of Nestle Phil. Inc.**

Ace Promotion and Marketing Corporation

Robinsons Supermarket Ozamiz City

March 2010- July 2014

**Duties and Responsibilities**

* Determines call schedule by reviewing priorities with supervisor; discussing special instructions, product promotions, new products, and price changes.
* Maintains customer relationships by visiting with store managers, department managers, and employees; answering their questions; responding to special requests; describing product features.
* Maintains store shelves by observing displays of company products; removing damaged or freshness-dated products; tidying store shelves; providing optimum display of products.
* Maintains inventory by restocking shelves with product from inventory; observing inventory levels; prompting store management to reorder when levels appear low; arranging for return and credit for damaged products.
* Completes call report by observing display and pricing of competitors' products.
* Helps field sales representatives with special promotions by setting-up displays at aisle ends; checking daily on special promotions; observing customer reaction to special promotions; forwarding observations to management; removing promotions at end of special promotion period.
* Provides information by reporting growth, expansion, or closing of supermarkets in assigned territory.
* Maintains quality results by following and enforcing standards.
* Provides excellent customer service

**SALES AGENT GLOBE TELECOM**

Gaizano Mall Ozamiz City

Misamis Occidental, Philippnes

Janaury 2008- September 2008

**Duties and Responsibilities**

* Handle and manage customer inbound calls
* Answer customer inquiries regarding product or services
* Reroute customer calls to appropriate sales personnel
* Maintain a database of customer calls, their needs and requirements
* Conduct market research and field survey for clients’ products and services
* Prepare research and survey reports for top sales management
* Implement best practices in sales programs

**SALES CLERK**

Blues Brother Jeans

Gaizano Mall Ozamiz City

Misamis Occidental, Philippines

August 2007- December 2007

**Duties and Responsibilities**

* Greeting the customers when they enter
* Offering assistance in locating merchandise
* Keeping store clean, neat and orderly, and well stocked
* Restocking products on shelves
* Providing clerical support to the sales team
* Monitoring stock shelves
* Preparing documents associated with ordering and receiving merchandis**e**
* Engaging customers in conversation
* Thanking customers for their patronage

***PERSONAL DATA***

Birthdate : March 18, 1984

Citizenship : Filipino

Height : 5’ 7”

Weight : 57 kg

Sex : Male

***EDUCATIONAL BACKGROUND***

College : La Salle University

Ozamis City, Philippines

***Course* *Bachelor of Science in Computer Science***

High School l : Ozamis City National High School

Elementary : Ozamis City Central School

I hereby certify that the above information is true and correct to the best of my knowledge and beliefs.