**Gulfjobseeker.com CV No:** **1305306**

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Dear Sir/Madam,

Good day!

I am very interested to become part of your company and would like to be considered for any Sales/Marketing, Customer Service, IT or Administrative Position, or any available post you may find suited to my qualifications. Attached here is my CV for your review.

I am a graduate of Bachelor’s degree in Computer Engineering.

As you will see in my attached CV, I was employed in some competitive companies in the Philippines and was exposed in **Customer Service, Sales, Technical Support and Administrative or Office work**. Years of experience in Business Process Outsourcing Companies, I have gained wide experience in dealing with different kind and level of people in the business, creating, submitting and tracking documents/services and contributed in the growth of business through market and service analysis. I am now having an expertise in dealing with all kind of clients and service providers. Also as an IT Graduate I am exposed to maintenance and troubleshooting of computers and its peripherals, making work improvement, managing projects/activities, and handling people.

Thank you and hope to hear from you soon.

**PROFESSIONAL EXPERIENCE:**

 **I. CMC Merchandising**

      Northern Samar, Philippines (July 30, 2006 - March 25, 2014)

 **Position: Assistant Manager / Sales / Human Resources Staff – Family Owned Business**

**Duties and Responsibilities**

* Coconut Buyer and Seller
* Gained vast experience in Warehouse Operations, transportation, material handling, inventory Management, Packaging, information systems, distribution outsourcing.
* Responsible in purchasing, tracking and following up goods until it reaches to the company’s warehouse.
* Gained vast experience in Warehouse Operations, transportation, material handling, inventory Management, Packaging, information systems, distribution outsourcing.
* Responsible in passing export / import, Trade, Import, Export, Sea / Air Shipments and all necessary documents for shipment.
* Responsible in growth of Company Market sales by finding and negotiating with new clients and suppliers.
* Preparing Reports and Financial Data
* Responsible in hiring new staff, training and supervising them.
* Responsible in almost all office procurement.
* Maintaining the condition of the office and arranging for necessary maintenance.
* Delegating work to staff and managing their workload and output
* Responsible in monitoring and controlling usage of office supplies
* Responsible in Quality Assurance of products before importing/exporting goods.
* Responsible in filing, inventory and almost all administrative works
* Preparing and submitting Monthly audit report to accountant

 **II.** **King’s Internet and Computer Distribution**

 Makati City Philippines (March 30, 2003 – February 25, 2006)

 **Position: Shop Attendant / Business Partner**

***Duties and Responsibilities***

* Promptly and courteously attending visitors and Costumers
* PC Troubleshooting
* Computer Maintenance and PC Upgrades
* Ensure delightful customer interaction at all touch points
* Responding to mails on a daily basis
* Ensure answering of all incoming calls and handle caller’s inquiries whenever possible
* Responsible in filing and all documentations.
* Responsible in all financial and administration reports and documentations.

**III. XERNET Computer and Sales Center**

Manila, Philippines (February 25, 2001 – March 20, 2003)

 **Position: Shop Attendant / Business Partner**

***Duties and Responsibilities:***

* Exposed in researching, understanding and preparing quotations for clients requirements
* Responsible in coordinating and negotiating with Suppliers
* Assists Incoming and Outgoing Customers
* PC Troubleshooting, computer maintenance and PC upgrades
* Handling Stationary requirements and office supplies
* Responding to customer inquiries and complaints
* Maintaining records and coordinating all admin aspects
* Coordinating with local and international suppliers
* Processing invoices and Delivery Notes

**SKILLS**

* Proficient in Computer and internet connection troubleshooting.
* Proficient in MS Windows applications(Excel, Power Point, MS Word )
* Knowledgeable in Windows XP, Windows Vista, Windows 7, and Windows 8 and almost all operating systems.
* Well experienced in Customer handling concern.
* Possess initiative to go the extra mile for client satisfaction.
* Possesses initiative to improve the company’s operations.
* Good in verbal and written skills.
* Expert in Managerial, Business and Office Administration.
* Knowledgeable in basic accounting.

**ACADEMIC BACKGROUND**

* **Bachelor of Science in Computer Engineering**

AMA Computer University

Quezon City, Philippines (1995-2000)

**PERSONAL INFORMATION**

* Nationality: Filipino
* Marital Status: Married
* Language: English, Tagalog