**JOHN PAUL**

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**OBJECTIVE:** To obtain a position where I can utilize my extensive administrative skills to help acompany to advance as well as gain further experience in this field.

**WORK EXPERIENCE**

**ASSISTANT VALIDATION OFFICER / ENCODER**

**(APRIL 2016 – SEPTEMBER 2016)**

**DIGITEL MOBILE PHILIPPINES**

**NATURE OF WORK:**

* Check mails, write mails and send mails to my boss.
* Answer telephones, direct calls, and take messages.
* Assist my boss in validating applications on plans submitted to us.
* Verify the person who applied for plans by calling.
* Collect all the applications and keep it on a safe place before duty ends.
* Make excel for all the applications and make remarks on it everyday.
* Encode all the important data on the Microsoft Excel.
* Check and validate ID’s if fake or not.
* Check and validate companies and agencies on the internet if still operating or not.

**SALES REPRESENTATIVE**

**(JUNE 2011 – MAY 2013)**

**HAIER**

* Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
* Sells products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Prepares reports by collecting, analyzing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed

**MERCHANDISER**

**(JUNE 2008 – MARCH 2011)**

**SANITARY CARE PRODUCTS ASIA**

**NATURE OF WORK:**

* Forecasting sales for the forthcoming budget period: This involves estimating consumer demand and the impact of changes in the retail environment.
* Translating the sales forecast into inventory levels in terms of rupees.
* Assessing not only the merchandise performance but also the buyer’s performance in order to provide control and maintain high performance results.
* Transport from 1 store to another especially if merchandiser has many outlets to check, clean, inventory and arrange the stocks.
* Make reports for Back Orders to product that is not in good condition or not sellable anymore

**EVENTS COORDINATOR – Part time**

**(APRIL 2013 – JANUARY 2017)**

**EVENTS FACTORY, SURIGAO**

**NATURE OF WORK:**

* Coordinate details of events such as conferences, weddings, birthdays, anniversaries, charity events, surprise parties, trade shows, sales meetings, business meetings, employee appreciation events and virtual events**.** Calculate budgets and ensure they are adhered to.
* Meets with the clients to understand the purpose of the event, their wishes and any other specifics. The event should be tailored upon request by the clients.
* After meeting with the clients, we plan the event.
* Responsible for soliciting bids from vendors – including include caterers, photographers, DJs, florists and videographers – for the event
* Monitor all activities, ensure staff is on task and make sure attendees of the event are satisfied with their experience.
* Conduct a satisfaction follow-up with the clients and review or pay bills.

**PROFESSIONAL SKILLS**

* Presentation Skills, Client Relationships, Emphasizing Excellence, Energy Level, Negotiation, Prospecting Skills, Meeting Sales Goals, Creativity, Sales Planning, Independence, Motivation for Sales.
* A Professional Electronics and Communication Engineer with license no. 0010451
* Proven relationship builder with unsurpassed interpersonal skills.
* Exceptional listener & communicator who effectively conveys information verbally and in writing.
* Computer literate performer.
* Flexible team player thrives in environment of change and juggles multiple concurrent projects.

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| **ACHIEVEMENT** | **: Electronics Technician** | |
| **License no.** | **: 0010451** |  |
| **EDUCATIONAL BACKGROUND** | |  |
| **COLLEGE** | **:** | **BACHELOR of ELECTRONICS AND COMMUNICATION** |
|  |  | **ENGINEER** |
|  |  | SURIGAO EDUCATION CENTER |
|  |  | Surigao City, Philippines |
|  |  | Graduated: March 2015 |
|  | **:** | **BACHELOR of ELECTRONICS AND COMMUNICATION** |
|  |  | **ENGINEER** |
|  |  | MINDANAO STATE UNIVERSITY MAIN CAMPUS |
|  |  | 2003 - 2007 |
| **SECONDARY** | : | **CARAGA REGIONAL SCIENCE** |
| Surigao City, Philippines |  |  |
| Graduated: March 2003 |  |  |
| **ELEMENTARY** | **:** | **SURIGAO CITY PILOT SCHOOL** |
| Surigao City, Philippines |  |  |
| Graduated: March 1999 |  |  |
| **PERSONAL DATA** |  |  |
| Date of Birth | : | June 9,1986 |
| Sex | : | Male |
| Civil status | : | Single |
| Height | : | 5’7 |
| Language | : | English, Filipino |
| Visa Status | : | Visit Visa |
| Availability | : | Immediately |

*Character references will be furnished upon re*