

Jim B. Estimar

Experienced Professional | IT Specialist • Sales & Operation Leader

0908 812 5630 | jimestimarofficial@gmail.com
Bacolod City, Negros Occidental PH

PROFESSIONAL SUMMARY

Resourceful and results-driven professional with a solid foundation in Information Technology, sales, and business operations. As a BSIT graduate, I bring a well-rounded technical skill set complemented by over six years of leadership experience in sales and operations. I've led teams, optimized systems, and helped increase revenue through strategic planning and execution. My unique ability to bridge IT solutions with business strategy makes me a valuable asset across multiple functions. Proficient in computer troubleshooting, graphic design, video editing, and networking. Known for high attention to detail, effective team leadership, and a commitment to consistently achieving targets.

WORK EXPERIENCE

HC Sicangco
Corporation
2018-2019

Data Encoder

Analyzed and encoded daily sales data using Microsoft Excel to ensure timely and accurate reporting for management insights.

Purewealth EBC
Corporation
2019-2020

Social Media Manager

- Managed the company's social media presence on platforms such as Facebook and YouTube, including content updates, engagement, and performance monitoring.
- Set up and configured an AI chatbot on Facebook Pages to enhance customer interaction and response efficiency.

Hope Project Trading
Incorporated
2020-2025

Sales and Operations Director

- Led and managed high-performing sales and operations teams.
- Developed and executed strategies that increased business revenue.
- Streamlined operational workflows to improve team efficiency.
- Integrated IT solutions to enhance process automation and performance tracking.
- Trained and coached team members to exceed performance goals.

EDUCATION

AMA Computer College
Bacolod
2015-2017

Bachelor of Science in Information Tehcnology

Completed a three-year degree program focused on the study and application of computing technologies. The curriculum included software development, database management, networking, systems analysis, web and mobile application development, and IT project management. Gained hands-on experience through individual and group projects.

TECHNICAL SKILLS

- Computer Hardware & Software Troubleshooting (Advanced)
- Proficient in Microsoft Office, Google Workspace and other productivity tools
- Graphic Design via Adobe Photoshop and Canva
- Basic Video Editing via PowerDirector
- Cabling & Network Setup (Beginner)
- Sales Strategy & Business Development
- Operations Leadership & Team Management

CERTIFICATIONS & TRAINING

- Cisco Certificates (Levels 1 to 4)
- Microsoft Certificate
- Cyber Security Training
- Hybrid App Development
- Angular JavaScript
- PHP 7
- Android & iOS App Development
- IT Hardware Application
- Animation Seminar
- Canva Essentials
- Graphic Design Essentials