





ABOUT ME


To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

PRINCE CHARM
PARCO

SENIOR LIAISON OFFICER

 East Rodriguez Sr. Avenue, Quezon City, 1112, Philippines

 09656651343

 princeparco12@gmail.com

WORK EXPERIENCE

NOBLE LIFE INT'L.
PHILS. INC.
Quezon City
Oct 2016 - Jan 2023

- Senior Liaison Officer
- Handled various accounting transactions.
 - Monitored company inventory to keep stock levels and databases updated.
 - Delivered top customer satisfaction, reviewing feedback closely and addressing needs and requests of account holders.
 - Managed inventory team to achieve optimal productivity and inventory control.
 - Installed technical hardware and software in deskside support environment.

EDUCATION

ABE
INTERNATIONAL
COLLEGE CUBAO
QUEZON CITY
2016

● UNDERGRADUATE

SKILLS

BASIC KNOWLEDGE IN COMPUTER	BASIC KNOWLEDGE IN TECHNICAL SUPPORT
MAINTAINING GOOD QUALITY OF STOCKS	LOGISTICS SUPPORT