

Eljhon Khyle Balderama

Virtual Assistant / Programmer

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Education

Christ the King College de Maranding Jun 2019 - Present
Maranding, Lala, Lanao del Norte

Provide as much detail as possible about your experience with common programming language and technology tools. Involved in maintaining, debugging and troubleshooting systems and software to ensure that everything is running smoothly.

Employment

Call Center Agent Nov 2020 - Feb 2020
Dynata, Cebu

Takes calls from customers answering questions or addressing any concerns they may have. Provide product and service information to customers. Call Center Representative is in charge of answering customer calls, listening to their concerns and solving problems. They handle both inbound and outbound phone conversations with clients to make sure everyone quickly gets the help they need.

Profile

Hardworking and focused professional offering excellent communication, planning and prioritization skills demonstrated through couple years of performance. Reliable employee seeking transcriber position. Offering excellent communication and good judgment. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

References

References available upon request.

Personal details

Date of birth
January 6, 2000

Place of birth
Iligan City

Gender
Male

Nationality
Filipino

Civil status
Single

Skills

Computer Programming

Full understanding of software fundamentals.

Qualities

- Problem Solving Skills
- Critical Thinking Skills
- Communication Skills
- Proficiency with programming languages
- Programming Languages (HTML, CSS, JavaScript, Laravel and PHP)