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I. Objective

Looking for a reputed company where I could put my knowledge and skills into practice and utilize my rich experience for the benefit of the company

II. Summary of Qualifications

- Rich working experience for 1 year and 4 months with Qualfon Philippines Inc.
- Also worked as a non-voice represented at Ameeratel Inc for 4 months
- Proven competency of dealing with customers from various classes, assisting them with orders and answering their questions regarding products and services
- Excellent communication and interpersonal skills
- Could easily adjust in shifting schedules

III. Education

University of San Jose-Recoletos (2008-2012)
Bachelor of Science in Business Administration-General
Magallanes Street, Cebu City, 6000

IV. Professional Experience

- Technical Support Representative (December 2009- July 2010)
 - Qualfon Philippines Inc.
- Direct Sales Representative (Aug. 2010-May 2011)
 - Qualfon Philippines Inc.
- Non-voice Sales Representative (April-July 2013)
 - Ameeratel Inc.

V. Achievement

- Awarded as Top Customer Service Representative for 4 months in Qualfon Philippines Inc.
- Achieved consistent 100 percent company evaluations
- Recognized as an honor student for 2 consecutive semesters

VI. Trainings Attended:

- On-The-Job Training in Pag-IBIG (HDMF)
Cebu South Branch WT Corporate Tower
Mindanao Ave., Cebu Business Park, Cebu City
- SAP Business 1
University of San Jose-Recoletos
Magallanes Street, Cebu City

VII. References

- Mr. Jessie B. Lim
SAP Business 1 Professor/ CPA Review Center Staff
University of San Jose- Recoletos
253-7900 Loc 218
- Mrs. Ma. Elena M. Co
Business Plan I & II and Business Implementation I & II
Professor/Adviser
University of San Jose – Recoletos
09228511107
- Mrs. Maria Alma M. Chua
Mktg.3 (Professional Salesmanship) Professor
University of San Jose- Recoletos
253-7900 loc 271 / 09232525990
- Dr. Antonio T. Esmero, PIE
BA 14 (Total Quality Management Professor)
University of San Jose- Recoletos
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