



# JOEMY M. DELEZ

## CONTACT

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📍 Queen's Row East Bacoar  
City, Cavite

## EDUCATION

2018-2020

SHS IN SAN NICHOLAS III  
BACOR CITY, CAVITE

- SHS Graduate

2014-2018

EASTERN BACOR  
NATIONAL HIGH SCHOOL

- JHS Graduate

## SKILLS

- Project Management
- Customer Care
- Teamwork
- Time Management
- Flexibility
- Effective Communication
- Organizational Skills

## ACHIEVEMENTS

NC II CONTACT CENTER SERVICES

- E synergy Intenational School

NC II COMPUTER SYSTEMS SERVICING

- Datacom Institute of Computer Technology

WITH HONORS

- SHS in San Nicholas III Bacoar City, Cavite

## PROFILE

Seeking a position in life to utilize my skills and abilities and achieve professional growth while being resourceful, innovative and flexible. To add valuable assets to your esteemed organization as an active member.

## WORK EXPERIENCE

### Genpact - Alabang Site

2023-PRESENT

Process Associate

- Developing debt collection strategies and plans.
- Preventing repeated payment delinquency by negotiating manageable debt payments.
- Negotiating settlements to receive payment on a certain percentage of the debt.

### Executive Genesis Services, Inc.

March 2022 - May 2022

Sales Demo

- Developed strong, honest and open customer relationships by presenting informational sales presentations to potential customers
- Setup product displays before demonstrations and checked after completing the presentation to maintain attractive sales place.
- Organized and stocked merchandise to keep necessary levels of sales demand.

June 2021 - November 2021

### Super Shopping Market Inc.

Marketing Manager & Specialist

- Responsible for packaging items into paper, plastic, or reusable bags at checkout lanes in retail and grocery stores
- Work in tandem with the cashier to efficiently bag all purchases.
- Arrange items so that the heaviest items are on the bottom of the bag.
- Ensure that the bags are not too heavy to carry for the customer.

## REFERENCE

### Jovin Marx Pajanel

Process Associate  
Genpact Philippines  
Phone: 09076265433

### Ernesto Paragas Velasco Jr.

Brand Specialist  
Ban Kee Trading Inc.  
Phone: 09554602406

### Praxedes M.Endaya

Specialist Office Staff  
EDS Manufacturing Inc.  
Phone: 09776391239

### Glycel T. Beltran

Teacher II  
SHS in San Nicholas III Bacoar City, Cavite  
Phone: 09458826135