



# HAROLD JHON CESARIO

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## Objective

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To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## Experience

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- Lexus Industrial** July 2024 - Feb 2025  
Sales Encoder / Treasury Associate / Inventory Control / Administrative Support
  - Assist the Sales Coordinator by organizing and tracking sales records, preparing reports, and ensuring smooth communication between the sales team and other department.
  - Work closely with Sales Executives/Agents to validate order details, address data-related queries, and provide support for efficient sales operations and order fulfillment.
  - Ensuring timely and precise processing of orders and customer information.
  - Respond to inquiries from sales agents regarding item availability, stock levels, and order status.
  - Monitor and verify inventory levels, ensuring accurate stock counts.
- Natasha Sales & Marketing Corporation** Jan 2024 - April 2024  
Internship
  - Coordinate Communications, track and follow up on request, and identify those of importance which require immediate Attention.
  - Supporting the marketing team with various administrative tasks such as scheduling meetings, maintaining databases, and preparing reports.
  - Interacting with customers and clients to gather feedback, answer queries, and provide a positive brand experience
- Jollibee - Samnest Food Corporation** July 2022 - Dec 2023  
Service Crew
  - Maintained outstanding customer satisfaction levels by delivering service with a smile and going extra mile to attend to customer requirements.
  - Calmly and effectively managed customer complaints regarding service or food quality, escalating complex problems to management when necessary.
  - Communicated promotion, daily specials deals and menu highlights to customers while necessary.

## Education

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- University Of Eastern Philippines** 2020-2024  
Bachelor Of Science in Business Administration Major in Marketing Management

## Skills

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- Microsoft Excel
- Time Management
- Customer Relation
- Adaptability
- Flexible

## Reference

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- Ronnel Galupo - Jollibee - Samnest Food Corporation**  
Service Crew
- Ruben Rivera - University Of Eastern Philippines**  
Professor
- Alyssa Jane Saldo - Sweet Corner**  
Customer Representative