**Human Resource Department**

**Iloilo City**

Dear Sir/ Madam,

Good Day!

I would like to express my strong interest for a position available in your company.

After years of working in a supervisory position and as medical sales representative , I am ready for new challenges and I am sure that my education and practical knowledge would meet the requirements and demands of your company. My ability to work with people and on urgent and demanding tasks enables me to achieve results in the shortest possible time. I am aware of the different aspects of client service and I am confident that I can ensure customer satisfaction. Most of all, I understand people and I am capable of working with them in a result-oriented team environment.

A copy of my resumè and qualifications is enclosed for your reference. Should you require further information, do not hesitate to contact me at anytime. I would welcome the opportunity to meet with you to discuss the available position and my background in more detail. Moreover, I am open to the prospect of exploring the ways in which I could contribute to the ongoing success of your firm.

I appreciate your consideration and looking forward to a positive response.

Respectfully yours,

**Narciso M. Enano**

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| pic08 Cypress ave., gran plains subd.  Jaro, iloilo city |
| PHONE: (0917) 302 – 0234- (0999) 975-6666 |

NARCISO M.ENANO

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| professional experience | |
|  | DSS, Distributor Sales Supervisor  Ilo-Ilo Talk Active Corp. Smart/ITAC (June 2012 – Present)  Medical Representative, MediRich Pharmaceuticals Corp.  (August 15,2004 – April 2005)  Medical Representative, Kramer Pharmaceuticals Corp.  (November 2003 – July 2004)  Medical Representative, Gerden Commercial Corp.  (July 2003 – Oct. 2003)  Store Supervisor, Royal Sporting House, Festival Mall, Alabang (July 16, 2002 – Dec. 24, 2002)  Store Supervisor, Royal Sporting House, Robinson’s Place, Ermita (March 2000- July 15, 2002)  Store Supervisor, Vans/Rockport, Alabang Town Center (April 1999 - March 2000)  Store Associates, Shoeshop, Shangrila Plaza (June 1998 - April 1999)  Technical Consultant, Evolution Services Internet Provider, Chateau Verde Pasig City (June 31, 1997-March 31, 1998)  Assistant Shop Supervisor, Dr. Martens Concept Store (February 1996 - April 1997) |
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| EDUCATION |  |
|  | College :BS Computer Science, Class of 1996,  AMA University  High School :Southern Rizal Institute, Class of 1990  Pateros, Metro Manila  Elementary :Ususan Elementary School, Class of 1986  Ususan, Taguig, Metro Manila |
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| Languages | |
|  | Fluent in English and Filipino, written and oral |
| Special Skills | |
|  | Computer Literate. Works well with Windows and its applications as well as with Internet operations.  Communicates well with people and has good convincing skills, sociable. |
| Hobbies | |
|  | Dragonboat Rowing, Basketball, Swimming, Weight training, |
| Extracurricar Activities | |
|  | Coach, John B. Lacson Dragonboat Team (JBLF)  (Nov 2013 – Present)   * Defending Champion JBLF Foundation day * 4th Place in Mens 200m Philippine National Games ( May 24-26 2013 )   Member, AMA Bluefins Dragon Boat Rowing Team (1995 – 2000)   * Defending Champion, Palarong Pambansa, 1996 * 3rd place,Bronze Medalist, First Western Visayas Dragon Boat Festival, January 1996 * 5th Place, 9th Thailand International Swanboat Race, November 1996 * 3rd place, Bronze Medalist, Pengiran Digadong Boat Race Championship, Brunei, December 1996 * the team had always been victorious and amongst the top finishers in local competitions and regattas |
| Seminars/fora Attended  Refresher Course in Customer Service Seminar, Don Vicente Madrigal Bldg, Paseo de Roxas, Makati City (November 2000)  Loss Prevention Seminar, Robinson’s Place, Ermita, Manila (April 2002)  Credit Card Authentication Seminar, Royal Sporting House Head Office, Pasong Tamo, Makati City (April 2001) | |
| PERSONAL INFORMATION  **Date of Birth** 16 October 1973 **Place of Birth** Taguig, MM  **Civil Status** Married **Citizenship**  Filipino  **Height** 5’7’’ **Weight** 80 kgs  **Religion** Roman Catholic **Sex** Male  **Color of Hair** Black **Color of Eyes** Brown  **Spouse’s Name** Ma. Annabelle Concepcion G. Castro-Enano, MD  **Occupation** Ophthalmologist      References | |
|  | **Jherome Marañon, DMD**  St. Elizabeth Bldg. Iloilo City  **Mr. John Que**  Businessman  The Atrium, IloIlo City |