MICHAEL C. SINTOS

Allen Aven. Pier 2 Brgy. 04 Catbalogan City

Contact no.09165118458

kel\_me@ymail.com

**Objective**: To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.

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**Working Experience:**

July 06, 2013 – Present Globe Telecom, Catarman N. Samar

**Retail Store Specialist**

* Reliever OIC**,** Monitoring sales monthly target ,Subscriber Acquisition **,**Strengthen client relationships and ensure full client satisfaction, analysis and Strategy Development, Compliance to Sales ProcessesandPromotion Development and Implementation. End-to-end account management, including after sales service.

May 02 – June 18, 2012 Planter’s Product Inc., Makati City

**On-The Job Trainee (OJT)**

* Data Encoding, updating of employee records in the HRMS System, Assisted cost account inventory reconciliation, PC reformatting, Graphics Design and Updating the PPI Website.

January - June 20, 2009 Camel’s Ann General Merchandize, Catbalogan City

(Exclusive Distributor of Smart Telecom)

**Distributor Sales Personal**

* Over all in charge to Distribute Smart Product, Sales Inquiry of

Customers and Sales Monitoring.

June 17, 2011- July 1, 2013 Fortilliar Internet Café, Catbalogan City

**Data Encoder/Designer**

* Assisted Customers and Encoding Data, Reformatting PC, installing Data, Graphics Designing using Photoshop.

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**Education Background**

2009-2013 St.Mary’s College of Catbalogan City

**Bachelor of Science in Computer Science**

* PC Hardware and Software, Graphics Designing, Web Designing.

**Skills** Good Customer Service and Communication Skills and Proficient

in MS Office, MS Excel, MS Power Point Application

And knowledgeable from basic to advance computer

Operations.

**Seminar Attended**

September 03, 2013 **Store 101 Globe Telecom**

Tacloban City

August 01, - 02, 2009 **Leadership Advocacy Training**

St.Mary’s College Of Catbalogan

August 13-14, 2010  **ICT Congress (Information and Communication Technology)**

St.Mary’s College Of Catbalogan

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**Awards /Achievement**

* ICT Congress Organizer 2010
* Department Award Awarded By Dean 2010
* Program Service Award Awarded By Dean 2011

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**Personal Data**

Date of Birth: November 22, 1986

Gender: Male

Civil Status: Single

Height: 5’3 feet

Religion: Roman Catholic

Weight: 115 lbs.

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**Character Reference:**

**Mr. Agaton Abawag, Jr.**

Branch Accountant

AFPSLAI Catbalogan

Catbalogan City

**Mr. Faustino Tobes**

Supervisor I Designate (ALS)

Dep Ed Catbalogan City

Catbalogan City

**Ms. Odette Adolfo**

Custodian/Assistant OIC

Globe Telecom Catbalogan

Catbalogan City