

ALBERT TALENS

CUSTOMER SERVICE/ADMIN

ABOUT

Energetic, result-oriented with extensive knowledge and experience in sales, management and customer service; Creative and profound micro and macro leadership skills. Pioneering concept towards innovation and consistency. Has an intensive marketing strategy and brand bonding in quality engagement among customers and buyers; meticulous outlook on management; Expertise in developing strong and creative presentations.

PROFESSIONAL EXPERIENCE

EDUCATIONAL BACKGROUND

Bachelor of Science in Hotel and Restaurant Management

PROFESSIONAL SKILLS

English proficient
Technical support specialist
Customer Service support
Excellent verbal and written communication skills
MS Office Literate
Google Suits
Email and chat support

PERSONAL SKILLS

Creative spirit
Reliable and professional
Organized Time management
Fast learner Motivated

CONTACT

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FOOD AND BEVERAGES KITCHEN STAFF

Emiramona Garden Hotel | October 2014 & June 2015

- (On-the-Job Training)

GLOBAL STRATEGIC BUSINESS SOLUTION INC.

November 2016 - December 2017

- Assistant\Assistant property Manager for Atlantic Property
- Management in Atlanta Georgia
- Appointment Setting
- Admin Tasks

CONCENTRIX PHILIPPINES |

September 2018 - November 2022

- Handling email
- Provide excellent customer service by answering inquiries, and orders.
- Admin tasks

SEMINARS ATTENDED:

- T.G.I FRIDAYS Restaurant -December 22, 2015
- T.G.I FRIDAYS Glorietta Mall, Makati City
- PAN PACIFIC HOTEL -January 24, 2015
- PAN PACIFIC HOTEL Malate, Metro Manila
- 2 GO TRAVEL -March 17, 2015
- Pier 4 Zaragoza Gate North Harbour Port Area
- Tondo, Metro Manila
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