



# CHRISTIAN PAUL CRUDA VIRTUAL ASSISTANT

## MY CONTACT

### Phone

09309511070

### Email

cpcrud.bdc@gmail.com

### Address

Brgy Rawis P7, Calbayog  
City, Samar

## EXPERTISE

- Graphics design(Canva, Snapseed, picsart, Adobe Photoshop)
- Data entry & Research
- Hardware & Software Troubleshooting
- Knowledgeable in Excel , Word , google apps
- Has experience in Outbound calling

## OBJECTIVE

To be associated with a progressive organization that provides an opportunity to apply my knowledge and skills to keep abreast of the latest trends and technologies.

## EXPERIENCE

### **Bertahan Distribution corp.** 2019-2020

Admin Assistant

- Processing sales in the system matrix
- Data entry & Creating sales invoice
- Inventory of stocks

### **Callcentrix** 2020-2021

Telesales Representative

- Outbound calling customers
- Hardware and software troubleshooting
- Managing leads for possible prospects

## EDUCATION

2014-2018  
College

**Bachelor of science in information Technology (I.T)**

Northwest Samar State University  
Calbayog city , Samar

## REFERENCES

### **Xan Pañares**

Accounting Staff  
roxantobias17@gmail.com