



Daragi L. Noguerra

VA- SALES/CSR/ADMIN TASK

Contact Information

LinkedIn Profile:

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Skills

- Can work under pressure
- Can do multi tasking with less supervision
- Trustworthy
- Can work as a team or can work alone
- Team Management
- Flexible to changes

Education

Bachelor of Science in Management Accounting
Univeristy of San Carlos- Cebu city
Graduated March 2019

High School
St. Paul University -Surigao
Graduated March 2015

Work History



Sales/Admin Assistant

Texas Based Generator Company

April 2022- Present

- Virtual assistant of a programmer and at the same time sales consultant.
- Doing admin task related to ZOHO CRM
- Replying to email inquiry.
- Doing Sales calls to follow up for maintenancce contract.
- Collecting payment over the phone,



Fraud Specialist

Jp Morgan Chase

February 2020 to April 2022(2 years, 2 months)

- Assist customers in filing claims and reporting fraud on their bank account.
- Knowledge on bank services like wire transfer, Debit transactions and disputes.



Inside Sales

EXL Cebu- Logistics Company

September 2015 to January 2020 (4 years and 4 months)

- Doing Sales Calls
- Researching the company profile and check for opportunities for their freight needs.
- Running a quote on a call.
- Thorough assistance for customer's shipments.



Customer Service

Teleperformance Cebu- Telstra

November 2013-September 2015 (1 year and 10 months)

- Handles Bill dispute for an Australian phone company



Customer Service

Convergys- Cebu- Sprint

June 2011-November 2013 (2 years and 5 months)

- Assist Bill dispute of the customer
- Assist Technical Inquiry related to mobile phone



Customer Service and Tech Support

Qualfon Cebu -Tracfone

Nov 2009-June 2011(1 year and 7 months)

- Customer Service and Tech support for a prepaid account.

