

DIADEM BOLIGON

#219 Sinayd, Tram, Ucab
Itogon, Benguet
2600 Philippines
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Email: diademb8@gmail.com



PROFESSIONAL PROFILE:

Customer Support with 2 years of experience in Sales reporting, Processing customer orders, Respond to customer enquiries via email and Resolve customer service issues. Familiar with Oracle NetSuite Software and possess a positive attitude. Aiming to use my proven skills to the best use.

.QUALIFICATION:

Proficient in Computer Skills
Organization Skills: ability to adapt to any situation and strong interpersonal abilities to deal with Customers and co-workers.
Hard working, Friendly, Responsible, Honest, Positive Energy, and Detail oriented.

PERSONAL DATA:

AGE: 28
STATUS: SINGLE
CITIZENSHIP: FILIPINO
RELIGION: BAPTIST

PROFESSIONAL EXPERIENCE:

Customer Support (REMOTE)

- Furnware Group / Kitchen & Cabinet Hardware Specialist
Customer Support
April 2018- April 2020

RESPONSIBILITIES:

Customer Support:
Process all Inbound cases
Follow up any task arising from inbound cases
Notify customer of Backorders at time of order and record message to client
Prompt Purchasing to expedite items where needed

EDUCATION:

TESDA –RTC
Loacan Baguio City
English Language proficiency

TESDA-BAGUIO CITY
Hotel and Restaurant Services
2011-2013

GRADUATE

UNIVERSITY OF BAGUIO
B.S. Hotel and Restaurant Management
2014-20115

UNDERGRADUATE

REFERENCE:

Starlet Joy Cawilan
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