

JOHN NICOLE GUEVARRA

APPOINTMENT SETTER

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📍 5000, Iloilo City, Iloilo

ABOUT ME

Results-driven professional with experience in supervision, call handling, sales support, and email customer service. Strong communication and leadership skills with a focus on customer satisfaction and efficient service delivery.

EDUCATION

JARO NATIONAL HIGH SCHOOL | 2019-2021

ACCOUNTANCY, BUSINESS AND MANAGEMENT

I completed the Accountancy, Business, and Management (ABM) track in senior high school, developing a solid foundation in basic bookkeeping, including journal entries, general ledger preparation, worksheets, and preparation of financial statements such as the balance sheet.

ST.VINCENT COLLEGE OF SCIENCE AND TECHNOLOGY | 2021-2025

BACHELOR OF SCIENCE IN ACCOUNTANCY

I earned a Bachelor of Science in Accountancy (BSA) and developed comprehensive knowledge in accounting and financial management, with key areas including cost accounting, financial accounting, income taxation, and auditing.

WORK EXPERIENCE

MCR AGRIVENTURE CORPORATION | JULY 2025- MAY 2026

ACCOUNTING ASSOCIATE

Accounting Associate with hands-on experience in SAP, specializing in purchase order processing, billing management, and accurate inventory tracking to support efficient financial operations and streamlined workflow processes.

INSPIRO INC.

CUSTOMER SERVICES REPRESENTATIVE

Experienced customer service and sales professional with background in supervising operations, handling customer calls, managing sales services, and responding to customer emails. Skilled in communication, problem-solving, team coordination, and providing excellent customer support. Dedicated to improving customer satisfaction, achieving sales targets, and ensuring smooth daily operations.

SKILLS

- Communication skills
- Outbound calls
- Book keeping
- Email management
- Inbound calls