

CONTACT

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EXPERIENCE

2017 - 2018

- **Gaisano Group of Companies**
Sales Cashier
 - Assessed customer needs through clear communication, anticipating and responding appropriately to queries.
 - Maintained neat and clean shop floor and storage areas.
 - Trained new team members in cash register operation, stocks procedures and customer service.

2018 - 2022

- **Eastworld Sales Phils. Inc.**
Sales Coordinator and Sales Account Executive
 - Good in upselling products
 - Willing to learn new things
 - Dedicated and hard working individual
 - Prepared quotes with accurate and competitive pricing to drive conversion.

2022 - 2022

- **Deliveree Technology Phils. Inc.**
Coordinator
 - Coordinated projects activities, delegating task based on priorities and work needed
 - Developed strategic and operational plans for administrative operations.

EDUCATION

2004-2008

- **Tutay Elementary School**

Elementary Graduate

2009-2012

- **Don Vicente Rama Memorial National High School**

High School Graduate

SKILLS

- • Invoicing processing • Quotation generating • Sales Reporting