



REYMART B. SIROT

To utilize my knowledge and acquired skills to be able to attain organizational goals and learn new things within the company that will further my career and becomes a better contributor in the corporation.

+63 0926-450-2182 / +63 999-964-3968

rbsirot@gmail.com

529 Mt. Apo Bldg. Eusebio Bliss Village West Bank
Road Barangay Maybunga Pasig City

PERSONAL INFORMATION

Date of Birth : March 20, 1992
Place of Birth : Zamboanga City
Civil Status : Single
Nationality : Filipino
Language Spoken : Bisaya, Tausug,
& Chavacano

EDUCATION

Pamantasan ng Lungsod ng Pasig, Pasig City
Bachelor of Science in Business Administration
Major in Marketing Management,
Sy, 2012-2018

WORK EXPERIENCES

KYC OFFICER/CUSTOMER SUPPORT

Paymaya Phils. Inc.
Launchpad TV5 reliance St. Corner Sheridan, Mandaluyong City
December 2019 - Present

Duties and Responsibilities:

- Reviews and verifies upgrade application details for enhanced KYC (ID validation, video clip, and ID matching)
- Handles both outbound and inbound video call and chat requirements for video KYC.
- Evaluate risk profile for each upgrade application.
- Updates internal systems/documents with enhanced KYC and video KYC results.

Customer Relations Specialist

3PL Service Provider Inc.
24 Market Ave. Barangay Maybunga Pasig City
May 2019 - November 2019

Duties and Responsibilities:

- Answering phones, provide troubleshooting information
- Order processor, report, and analyze.
- Resolve customer issues in an accurate and timely manner
- Develop strong relationships with customers.
- Manage a high volume of orders

Visual Merchandiser/Marketing Staff

Imarflex Battery Manufacturing Corporation
F10-118 Mercedes Ave., Bo. San Miguel Pasig City
September 2018 - March 2019

Duties and Responsibilities:

- Monitoring the Marketing Collateral request.
- Checking all request forms from the salesman if correct.
- Middleman of Supplier and Salesman
- Monitoring of Inventory
- Event Coordinator

SKILLS

- Organizational skills inclined with operations and client facing.
- Strong collaboration, influencing and problem resolutions skills.
- Innovative and persuasive.
- Willingness to learn and compliant.
- Leadership Skills
- Computer literate(MSWord, MExcel, MSPowerPoint,
- Basic Photoshop, Internet Access)

WORK EXPERIENCES

Customer Representative

Global Integrated Contact Facility (GICF)

Unit 1406 Raffles Corporate Center Emerald Ave Ortigas Center Pasig City

June 2016 - July 2018

Duties and Responsibilities:

- Received outbound calls from the new and existing customers.
- Using email in sending approved orders in web order.
- Using SMS, Viber, and Message board for follow-up and pending transactions.
- Handling irate customers for late delivery.

Intern Representative

KaEntrep Micro & Small Entrepreneurs Organization of the Philippines.

G/F Pelbel Bldg. 1 Shaw Blvd. Brgy. Oranbo, Pasig City

December 2018 - February 2018

Duties and Responsibilities:

- Customer service
- Event coordinator, Ingress and Egress

SEMINARS & TRAININGS ATTENDED

Marketing Genius: Interscholastic Marketing Competition

Stephen Fuller Asian Institute Management, Makati City.

Nov 2014

Physical Education Culminating Activity (Rhythmic Activity)

University Auditorium PLP Pasig City

March 16

CHARACTER REFERENCE

Gian Paul Ng

Marketing Manager

Imarflex Battery Manufacturing Corporation

Email Address: paulo.ng101@gmail.com

Contact number: 0999-666-1877

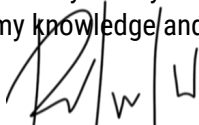
Abraham P. Cabriles

Executive Marketing

RZ1 Logistics Company

Contact number: 09454587082

I hereby certify that the above information are true and correct to the best of my knowledge and belief



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Applicant