

# FILBERT JONEL CAMAT SANCHEZ

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## CAREER OBJECTIVES

Seeking an entry-level position in a high-level professional environment.

To secure a challenging task in a reputable organization to expand my learnings, knowledge and skills.

To develop and make use of my interpersonal skills as reliable, professional, trustworthy, energetic and conscientious individual that is able to do multi-task, handle pressure, able to work as part of a team and capable to inspire others in the company.

## WORK EXPERIENCES

### **RRJ Company; Quezon City, Philippines**

Sales Associate (Dec. 2018 – June 2019)

#### Duties and Responsibilities:

- Greet customers in a timely fashion whilst quickly determining their requirements.
- Offering one-to-one customer service by means of understanding each individual needs, recommending the right products, resolve customer issues and communicate escalated issues to the sales manager.
- Responsible for the daily administration through inputting a customer's data for future sales events and/or mail shots, customer follow-up feedback.
- Updating product inventory and the creation of end-of-the-day customer sales report.
- Executed daily/weekly/ monthly sales target reports.

### **TESDA Rizal Provincial Office; Rizal, Philippines**

Administrative Assistant (January 2016 – April 2018)

#### Duties and Responsibilities:

- Maintaining suitable and sufficient office stationary levels.
- Updating database with Confidential and relevant information.
- Co-ordinating and communicating information/activities that may include office, members or student events.
- Interacted with organizational staff, executives, clients and visitors on a daily basis.
- Handling of members or student enquires in a calm manner.
- Preparation of certificates and diplomas of the members and students.
- Responsible membership enrollments, both new entrants and existing members/students.

### **SLICES CATERING SERVICES L.L.C; Dubai, UAE**

Crew / Barista (December 2021 – December 2023)

#### Duties and Responsibilities:

- Responsible for the preparation and serving all of menu items in the school canteen and coffee shops in the catering services.
- Assist in charge in maintaining food safety by monitoring and controlling safe food handling procedure and keeping the food at right temperature.
- Must maintain cleanliness in food service areas and throughout the food establishment.
- Greet customers, record orders, serve foods and beverages with a consistently positive and helpful attitude, including answering questions about menu.
- Duties may also include notifying outlet in Charge for any food orders and food shortages.

## EDUCATIONAL BACKGROUND

### **Associate of Computer Technology - Graduate**

#### **Institute of Creative Computer Technology (ICCT)**

2013 – 2016, Diploma Attained – CHED attested & UAE Embassy stamped

### **Bachelor of Science in Computer Science**

#### **Institute of Creative Computer Technology (ICCT)**

2011 – 2013, Undergraduate

### **Secondary High School**

#### **Angono National High School**

2007 – 2011, Graduate

### **Primary Education**

#### **Joaquin Guido Elementary School**

2000 – 2007, Graduate

## KEY COMPETENCIES

- Able to adapt to any new environment and also has the zest to get things done.
- Capable in written and oral communication skills.
- Dedicated and careful: High level of correctness and strong attention to detail.
- Prepared to take on additional training in different fields to enhance and widen own knowledge, develop skills and help contribution within the wide range of work.
- A conscientious, hardworking person coupled with strong interpersonal skills, is keen to progress within a professional organization that is prepared to reward on performance.
- Able to maintain a pleasant disposition even when working in highly demanding circumstances.
- All work related tasks assigned will be handled with satisfactory results for the benefit of the company.

## COMPUTER SKILLS

**MICROSOFT OFFICE** : Microsoft Word, Excel & PowerPoint

## PERSONAL DETAILS

Nationality	: Filipino
Birthday	: 31 March 1994
Gender	: Male
Visa Status	: Visit visa
Civil Status	: Single
Availability	: Available for immediate employment

## REFERENCES

Teresita Camat Sanchez / Façade Estimator  
**ALEC Engineering & Contracting Co. L.L.C.**  
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