

**GEROME Y. GABUT***IT Professional*

Passport No.: P7410586B
Visa Valid Until: 02-09-2023
Availability: Immediately

Positions capable of:

- ✓ IT Specialist
- ✓ Graphic Designer
- ✓ Computer Specialist
- ✓ Sales Representative

email:

gabutgerome@gmail.com

Address : Al maktoum Street,
Rigga Dubai

Mobile: 0543397092

PROFILE SUMMARY

Dynamic and objective driven IT professional with more than 7 years of significant experience in the field of information technology specializing in graphic design (photoshop). Able to communicate well with clients and can easily gain rapport through people and social skills from my experience and training as a sales executive. Detail – oriented individual who exemplifies professionalism. Demonstrate history of successful administration and viable issue resolution.

CORE COMPETENCY

- Creative design
- Problem Solving
- Critical thinking
- Typography and encoding
- Computer repair
- Video and photo editing
- Communication and information dissemination
- Product knowledge, prospecting and sales
- Marketing and industry insight
- Continuous learning culture

RELEVANT TRAININGS/SEMINARS

- **Sales Training and Strategy**
In-house Training, Swiss Fragrances Inc.
Quezon City, Philippines
- **Sales Prospecting Techniques**
In-house Training, Swiss Fragrances Inc.
Quezon City, Philippines
- **Customer Relations Training**
In-house Training, Swiss Fragrances Inc,
Quezon City, Philippines
- **Evaluating competition and industry trends**
Milkin Group
Taguig, Metro Manila
- **Enhancing social media presence – Online marketing training**
Milkin Group
Taguig, Metro Manila
- **Sales pitch and presentations**
Milkin Group
Taguig, Metro Manila

COMPUTER LITERACY

- Microsoft Word Office
- Microsoft Excel
- Microsoft Powerpoint
- Adobe Photoshop
- Premierel/Power Derictor Video Editor



Swiss Fragrances Inc.
Acquisuisse Perfumes
 Philippines

Period:
 September 2021 up to present

Position Held:
Sales Executive

EDUCATION

- **Bachelor of Science associate in Information Technology**
 Major in Programming and Networking
 Southern Leyte State University (2016)
- **BYU Pathway Connect Worldwide**
 English Communication Skills/Phyton Programming (2023)

WORK EXPERIENCE

DUTIES and RESPONSIBILITIES

- Conduct market research to identify selling possibilities and evaluate customer needs.
- Actively seek out new sales opportunities through cold calling, networking and social media.
- Set up meetings with potential clients and listen to their wishes and concerns.
- Prepare and deliver appropriate presentations on products and services.
- Create frequent reviews and reports with sales and financial data.
- Ensure the availability of stock for sales and demonstrations.
- Participate on behalf of the company in exhibitions or conferences.
- Negotiate/close deals and handle complaints or objections.
- Collaborate with team members to achieve better results.
- Gather feedback from customers or prospects and share with internal teams.

MILKIN GROUP

Philippines

Period:
 June 2019 to August 2021

Position Held:
Sales Representative

DUTIES and RESPONSIBILITIES

- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs.
- Establish, develop and maintain positive business and customer relationships.
- Reach out to customer leads through cold calling.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Achieve agreed upon sales targets and outcomes within schedule.
- Coordinate sales effort with team members and other departments.
- Analyze the territory/market's potential, track sales and status reports.
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Continuously improve through feedback

Megabyte Systems

Philippines

Period:

April 2016 to April 2019

Position Held:

Computer Specialist/ Graphic Designer

DUTIES and RESPONSIBILITIES

- Troubleshooting hardware problems with computers, including repairing or replacing components such as hard drives or power supplies
- Providing technical support for software applications such as Microsoft Office or Adobe Acrobat.
- Installing new software on computers and removing unneeded software to improve performance.
- Debugging.
- Developing new software applications or improving existing applications.
- Maintaining computer networks, including testing performance and troubleshooting problems with hardware or software components
- Providing information technology support to users by installing new software or updating existing software on machines, troubleshooting bugs or providing training for users on how to use software applications.
- Installing and configuring computer hardware such as keyboards, monitors, printers, and scanners

PERSONAL DATA and INFORMATION

- Address : Brgy. Bangcas B. Hinunangan, Southern Leyte
- Father's Name : Severo C. Gabut
- Mother's Name : Maryville Y. Gabut
- Date of Birth : September 4, 1996
- Nationality : Filipino
- Age : 26 years old
- Sex : Male
- Height : 165 cm
- Weight : 65 kilos
- Religion : The Church of Jesus Christ of Latter-day Saints
- Civil Status : Single
- Hobbies : Sports (Basketball and badminton), country-side music, online games.
- Interests : Travel, photography, entrepreneurship, video editing

References available upon request

I certify that the abovementioned information are true to the best of my knowledge.

Gerome Y. Gabut