



# JAY G. LAGMAN



Deira Dubai UAE



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## SKILLS

Computer Literate  
Microsoft Office  
Administrative Skills  
Customer Service  
Multi-Tasking  
Communication Skills  
Attention to details  
Adaptability

## EDUCATION

**TERTIARY**  
2009

Bachelor of Science in Business  
Administration

## LANGUAGE

English  
Tagalog

## PERSONAL DETAILS

Nationality: Filipino  
Age : 38  
Availability: Immediately

## OBJECTIVE

To contribute to the company's success by using my skill and experience, while also seeking opportunities for professional growth, to solve problems in an effective and creative manner in a challenging position.

## PROFESSIONAL EXPERIENCE

### Stalent Visa Services

Reservation Specialist

August 2024 – up to present

- Assess client eligibility for various visa types and provide tailored advice.
- Prepare and review visa application forms and supporting documents.
- Liaise with government agencies and embassies to facilitate the visa application process.
- Maintain up-to-date knowledge of immigration laws and policies.
- Communicate effectively with clients, addressing their inquiries and concerns.
- Assist in developing and maintaining client relationships.

### Cash N Puff Vape Shop

Sales Consultant

October 2020 – November 2023

- Achieved increase in sales during 1<sup>st</sup> quarter of employment through personalized customer engagement and upselling techniques.
- Recognized as Employee of the Month for outstanding performance and dedication to customer satisfaction.
- Assisted in training new team members on product knowledge and sales strategies, fostering a collaborative team environment.

### Samsung Electronic Philippines

Sales Consultant

December 2014- June 2020

- Consistently exceeded sales quotas by 40% through effective prospecting and client engagement.
- Developed and maintained relationships with clients, resulting in increased sales volume
- Conducted market research to identify emerging trends, leading to the successful launch of Samsung products.
- Customer Service – Providing exceptional service and support to customers.