

MARK JOSEPH P. SOLEDAD

✉ mjsoledad98@gmail.com

☎ 0558629451

📍 Al Barsha, Dubai

📅 1998/10/08

🇵🇭 Filipino

👤 Single



Profile

To work in a globally competitive company that will fully train, utilize and develop my abilities effectively; provide personal growth; maintain upkeep and strengthen the company's strong vision, mission and goals through effective human relations with clients, colleagues and counterparts.

- Willing to be trained and learn more to enhance professional growth Can adapt easily to the changes that may happen
- Develops and maintain good relations and excellent collaboration with the team.
- Has a positive attitude, hardworking, and strong work ethic
- Well organized, ability to multitask and prioritize
- Computer literate and Knowledge using office machinery
- Familiarity with Microsoft Word, Excel, Power point and Outlook

Professional Experience

2021/06 – 2022/10

Stock Clerk

Manila, Philippines

Savemore Market, SM Retail

- Receive, open, unpack floor merchandise.
- Stock shelves with new or transferred merchandise.
- Examine merchandise to identify items to be reordered or replenished.
- Answers customers' questions about merchandise and advise customers on merchandise selection.

2018/12 – 2020/08

Administrative Assistant

Quezon City,
Philippines

Philippine Atmospheric Geophysical and Astronomical Services Administration (PAGASA)

- Provide support to ensure efficient operation in the office.
- Greeting clients and visitors and connecting them with the appropriate party.
- Answered incoming telephone calls, took down messages and provided information.
- Set up, organize and maintain conference and meeting room.
- Completed clerical tasks such as filing, copying and distributing mails and documents.

Education

2015 – 2019

Bachelor of Science in Business Administration Major in Marketing Management

Philippines

National College of Business and Arts