



PH

NAIF ARAGAT

CONTACT

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- Downtown Dubai,UAE

EDUCATION

Humanities And Social Sciences

Davao Central College
Toril Davao City Philippines
2020-2021

LANGUAGE

English
Tagalog

SKILLS

- Creativity
- Communication
- Teamwork
- Computer Literacy
- Using Microsoft
- Critical thinking
- Graphic Design

ABOUT ME

I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

EXPERIENCE

Technical Support Representative

Teleperformance Inc. Philippines

December 2023 - August 2024

- Installs, modifies, and makes minor repairs to computer hardware and software systems. Resolves tickets representing staff-generated technical requests or problems and troubleshoots technical and process issues to maintain productivity.

Customer Service Representative

Alorica Teleservices Inc.

December 2022 - December 2023

- work directly with customers to provide assistance, resolve complaints, answer questions, and process orders.

Sales Associate

VXI Global Holdings Inc.

January 2022 - December 2022

- Selling products or services to customers, and representing the brand. This can include asking questions to pinpoint the best offerings, giving demos or presentations, and maintaining customer relationships. Reaching out to potential leads through a variety of channels, such as email, phone, text, and social media.

Social Media Manager - Content Creator

Nayftee Food And Travel Blog

May 2021 - July 2024

- Creating and publishing content.
- Monitoring engagement and mentions.
- Growing a community of customers and influencers.

Graphic Designer

Anne Digital & Printing Services

January 2021 - June 2021

- Develop the overall layout and production design for applications such as advertisements, brochures, magazines, and reports.

Administrative Assistant

Davao Central College (SAO)

June 2019 - June 2021

- Answer phones and greet visitors.
- Schedule appointments and maintain calendars.
- Schedule and coordinate meetings.
- Collate and distribute mail.
- Prepare communications such as memos, emails, invoices, reports and other correspondence.