

Jaime Saldon Jr.

**CUSTOMER
SERVICE OFFICER**

Multi-tasking Customer Service Officer with 7+ years of experience in admin and sales sectors. Can manage multi-executive schedules. A dedicated and detailed individual willing to work in an organization that can provide a variety of opportunities that allows me to expand my skills and knowledge while working towards achieving the organizational goals.



WORK EXPERIENCE

PERSONAL INFO:

Address

13F
ROYAL
TOWER
BLDG
HAMDAN
ST ABU
DHABI

CONTACT:

MOB: 0566733488

NATIONALITY:

FILIPINO

E-mail:

jaimesaldon1@gmail.com

PRESELLER SALESMAN/DISTRIBUTOR- ASIA BREWERY INCORPORATED

OZAMIS CITY, PHILIPPINES

JULY 2022- OCTOBER 2024

- ❖ *Explain all the features and benefits of the particular product*
- ❖ *Negotiating with vendors and suppliers, inspecting and receiving goods*
- ❖ *Conducting market research and updating records*
- ❖ *Analyzing the market and understanding the needs and requirements of a customer to provide solutions before a company creates a formal contract.*

WAITER- ARIANA HOTEL DIPOLOG CITY PHILIPPINES

DECEMBER 2020-JUNE 2022

- ❖ *Greet customers and present menus*
- ❖ *Take and serve food/drinks orders*
- ❖ *Keep tables clean and tidy all the times*
- ❖ *Cooperate and communicate with all serving and kitchen staff*
- ❖ *Adhere to all relevant health department rules and regulations and all customer service guidelines*

HOUSEKEEPING FACILITY

ARIANA HOTEL DIPOLOG CITY PHILIPPINES

OCTOBER 2018-NOVEMBER 2020

- ❖ *Cleans and sanitizes hotel rooms, offices, public areas, restrooms and residential areas*
- ❖ *Vacuums, mops and sweeps carpets and floors*
- ❖ *Change linens and gather used linens such as sheets and towels for laundering*
- ❖ *Reports repairs and replacements needed when encountered*
- ❖ *Clean windows glass surfaces, mirrors and counter as needed*

CREDIT SALES REPRESENTATIVE-ODYSSEY MOTORS

DIPOLOG CITY, PHILIPPINES

JUNE 2016- AUGUST 2018

- ❖ *Enter, update and retrieve information for credit applications*
- ❖ *Determine the creditworthiness of applicants*
- ❖ *Ensure that all approved applications comply with the bank criteria*
- ❖ *Handle customer service inquiries in the course of conversations*
- ❖ *Negotiating credit limits and repayment options and billing issues*

SECURITY OFFICER- SM HYPERMARKET

TAGUIG CITY PHILIPPINES

FEBRUARY 2012-APRIL 2016

- ❖ *Responsible for security of all entrance and exits of the property*
- ❖ *Provide assistance to people in need*
- ❖ *Inspect and patrol premises regularly*
- ❖ *Monitor surveillance cameras and submit reports of daily activity*
- ❖ *Responds to alarms and react in a timely manner*

ENGLISH



TAGALOG



EDUCATION

*RIZAL MEMORIAL INSTITUTE DAPITAN CITY,ZN
PHILIPPINES
BACHELOR OF SCIENCE IN COMMERCEMAJOR IN
MANAGEMENT
2007-2011*

SKILLS

- ❖ Marketing*
- ❖ Teamwork*
- ❖ Decision Making*
- ❖ Microsoft Office Applications*
- ❖ Emotional Intelligence*
- ❖ Good Interpersonal Skills*