CHERIE LUMABAO ANTIPUESTO

#18 Soliman St. Urduja Village Barangay 172 Caloocan City
09101446204
antipuestocherie04@gmail.com

OBJECTIVES:

- To continuously improve my skills and apply the knowledge and values inculcated related in my field of endeavor.
- To work harmoniously with your highly regarded company to the best of my ability. • Seeking an opportunity to use my customer service and management skills to improve customer satisfaction.

SKILLS:

- Excellent Sales and Negotiable skills
- Communication Skills
- Customer Service Skills
- Interpersonal Skills
- Computer Literate

EDUCATIONAL BACKGROUND:

COLLEGIATE LEVEL
Bachelor of Business Administration Major in Financial Management
2014-2018
SAN GABRIEL DE ARCHANGEL COLLEGE OF CALOOCAN

Bachelor of Elementary Education
2008-2010
SCHOOL OF TECHNOLOGICAL ENTREPRENEURSHIP OF THE PHILIPPINES

SECONDARY LEVEL
ANGONO PRIVATE HIGH SCHOOL
1998-2002

PRIMARY LEVEL

CAINTA CATHOLOIC SCHOOL
1992-1997

WORK EXPERINCE:

SMART COMMUNICATION SMART MONEY
Sales Associate
January 2011 – December 2012

SMART COMMUNICATION PLDT HOMEBRO
Sales Associate
January 2014 – March 2016

SMART COMMUNICATION
Distribute Agent
May 2016 – December 2017

DIGITEL MOBILE PHILIPPINES INC. (SUN CELLULAR)
Customer Relations officer
November 12, 2018- February 15, 2021

CONVERGE ICT SOLUTIONS INC.
Business Center Officer / Cashier
March 24 – August 19, 2022

DUTIES AND RESPONSIBILITIES

- Attracts potential customer by answering product and service question and suggesting information about other products and services
- Provides products and service information and resolving product and service problem • Maintain and updates company customer/documentation as needed and Excellent customer service to improve business performance

- Maintains and broad knowledge of company products and services
- Received and Process Order / Application even via phone or email
- Checking the accuracy of orders and issuing invoices
- Maintaining Sales Record / Monthly Quota
- Compiling Monthly Sales Report
- Strictly observes Company Policies and Procedure
- Responsible for receiving payment by cash, check, credit cards
- Provide customers with fast and friendly services while enduring accuary at the sales counter.
- Provides a positive customer experience with fair, friendly, and courteous service.

REFERENCES:

MR. DEXTER CONTRANO
AREA MANAGER
SMART COMMUNICATIONS INC.
09192204535

MS. GIRLIE TANGCO
AREA MANAGER JR.
SMART COMMUNICATIONS INC.
09192702185

MS. MAUREEN CLEMENTE
ASSISTANT MANAGER
SMART COMMUNICATIONS INC.
09088618592

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

CHERIE L. ANTIPUESTO
Applicant