



JAMES ANDIR GADONG

My Contact

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📍 San Isidro, Candon City, Ilcosur

Education Background

- COMPUTER SYSTEM AND DESIGN TECHNOLOGY • 2004-2006 • ama computer learning center candon – GRADUATE
- HIGH SCHOOL • 1997-2001 • CANDON NATIONAL HIGH SCHOOL – GRADUATE
- ELEMENTARY SCHOOL • 1991-1996 • CANDON North central SCHOOL – GRADUATE

Skill and Expertise

- Observation
- Decision making
- Communication
- Multi-tasking
- PC AND Laptop repair
- Small engine TrouubleShooting Scooter and Underbone MC

TRAINING AND SEMINARS

- STORE MANAGEMENT TRAINING – JULY 4-8, 2022
- ACER SERVICE PROVIDER CERTIFICATION TRAINING EXAM – ACER CERTIFIED ENGINEER – JULY 13, 2018
- KSERVICO TRADE INC. NOBILITY IN SELLING (SHOP FRONT SELLING AND SKILLS TRAINING) – APRIL 17-18, 2018 – KSERVICO TRADE HEAD OFFICE

Reference

GEORGE G. GADONG
REGIONAL MANAGER
KSERVICO TRADE INC. NW2
09989638995

CELIA A GADONG
FISH DEALER / PROPRIETOR
09061403317

Professional Summary

I am pleased to offer my experience within the retail and sales industry with it my experience in Information Technology, sales and management. I appreciate the challenges this field offers and I boast a solid work ethic. Furthermore, I am familiar with the basic concepts of ordering, inventory and customer relations. The desire of this applicant is to encounter a firm which will help me to further hone my skills within a productive environment. I am more than happy to work as part of a team while my experience allows me to function independently if the need arises.

Work Experience

STORE SUPERVISOR • KSERVICO TRADE INC. – MAY 2021 TO PRESENT

Prepares business plans and implementing programs. Managing over-all sales and marketing operations. Supervises, trains, and assist employees like sales representatives, retail clerks in customer service, store maintenance and product promotions. Orders stocks and manage all controllable costs with a view to maintaining profitability. Submits sales report daily. Monitors the performance of existing retail staff and creates monthly budget.

Supervisor OIC KSERVICO TRADE INC FEB 2020 – MAY 2021

Supervises store staffs and delegates job functions in the store, monitors sales and inventory for the month to achieve target, supervises staff to maintain good display on different product, prepares and submits sales and inventory reports every month

COMPUTER AND IT PRODUCTS REPRESENTATIVE 2014- 2020

Sell computer product and after sales service, implements marketing program to boost sales, check inventory level to meet monthly target, maintain orderliness of display area to attract customers, prepare and submit report monthly

REGIONAL CTP KSERVICO TRADE INC. 2010-2014

Supervise computer sales representatives for 6 stores, coordinate staff to perform their duties and function to achieve monthly target, visit stores to ensure products are well displayed and activities are properly implemented, consolidate inventory status, prepare purchase order for the month, and consolidate sales and inventory report for the month.

Advance Technology System representative • Kservico Trade Inc. • 2006-May 2010

Sell computer products and help after sales service, implement marketing program to boost sales, check inventory level to meet monthly target, maintain orderliness of display area to attract customers, prepares and submit monthly reports.

Fish Market Helper/Fish Cutter (Family business) 2000-2020 – Freelance

Clean and remove scales from the fish.

Debone and remove skin according to the customer's preferences.

Clean out the abdominal cavity and make sure the fish meat is healthy.

Wrap the fish after curing.