



DONDON T. SIBBALUCA

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03/29/1993

OBJECTIVE

To be part of the company that indulges professional growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skills.

SKILLS

Customer Service
Troubleshooting of engines and
Overhauling of engines, Fabricating
and assembling of cabinets, . . .

EXPERIENCE

- Ronel Domingo Shop** March 2012 - April 2013
Automotive Mechanic
 - Overhauling of Gas and Diesel Engine, troubleshooting, Tune up and underchassis servicing
- Fozzine Lifestyle Comfort** April 2013 - May 2015
Cabinet Installer
 - Assembling and fabricating of cabinets with floor plans.
- Aseana Designs Incorporated** June 2015 - December 2017
Cabinet Installer/Leadman
 - Assembling and fabricating of cabinets
 - Assisting co workers and helping them to install cabinets to its designated floor plans.
- Manalo Kg Technologies International** January 2018 - October 2018
Kg Handler
 - Conduct Vehicle Inspection for incoming deliveries.
 - Conduct Panelling inspection inside and out of assigned premises to make it safe and secured
 - Reporting any incidents in case of emergency
- United Megaforce Security Services/ Teamforce Kg** November 2018 - Present
Kg Handler
 - Conduct Panelling inspection to assigned premises to make surroundings safe and secured from any incidents.
 - Inspecting incoming deliveries using my kg dog for sniffing.
 - Reporting any incidents in case of emergency.
- Sykes Asia** October 2021 - February 2023
Customer Service Associate
 - Taking inbound and outbound calls coming from customers.
 - Answering queries/concerns of customers problem.
 - Reviewing claims and benefits
 - Scheduling deliveries.
 - Doing assigned task and completing fax received for target dates.
- Exl Service Philippines** February 2023 - Present
Customer Service Associate
 - Reviewing claims and benefits.
 - Taking Inbound calls and answering queries/concern from customers/clients.
 - Doing outbound calls for updates of claims and benefits.
 - Creating task for customers problem issue.

EDUCATION

- San Roque Elementary School** 1999-2005
- Don Severino Pagalilauan National High School** 2005-2009
- City Technological Institute** 2010-2012
Automotive Servicing NC 2

REFERENCE

- Arthur Te - Project Manager**
Aseana Designs Incorporated
E : aseanadesignsincorporated@gmail.com
- Aquilina Manalo/Raul Manalo - Ceo/President**
United Megaforce Security Services/Teamforce Kg
E : megaforce@operations@gmail.com
- Christhel Jean Suelto - Customer Service Representative**
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- Rhea Jadloc - Manager**
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- Joshua Jimenez - Manager**
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