

THE MANAGER

Dear Ma'am/Sir;

I've heard that your company is now hiring for new employee. I think it is a good opportunity for me to apply and I believe that my interest and my knowledge and skills regarding in this line of work will suit my qualification.

I'm FERDINAND B. BASIO JR, 26 years old, single and presently live in North Eagle 1 Visayan Village . Tagum City , Davao Del Norte. I'm adroit person, honest and hardworking.

I could guarantee the quality of work which I'm leaving to render. Believing in myself, let me make an authentic choice to apply under your management that allows me to act with boldness, to have faith in my ideas and abilities to innately know is right to the company who could prove my worth.

I am willing to come for an interview anytime at your convenience Hoping for your kind and favorable consideration.

Respectfully yours,

FERDINAND B. BASIO JR
Applicant

FERDINAND B. BASIO JR

North Eagle 1. Visayan Village , Tagum City ,Davao Del Norte
Phone#:0906-004-0304 Email:derf.oisab26@gmail.com

CAREER OBJECTIVE

To make use of knowledge, abilities and skills and be able to work in a challenging environment as well as to develop positive and lasting relationship with colleagues and clients.

SKILLS AND QUALIFICATION

- Fluent in english
- Competent
- Flexible
- Hard Working

EDUCATIONAL ATTAINMENT

Tertiary

School:UNIVERSITY OF MINDANAO TAGUM CITY
Course: BACHELOR of SCIENCE in BUSSINESS ADMINISTRATION
MAJOR in HUMAN RESOURCE MANAGEMENT
Year : Undergraduate

Vocational Education

FOOD & BEVERAGE NCII School: Mindtechs Institute Of Technology, Inc.
Address: Seminary Drive , Tagum city
School Year:August 2017-October 2017

SECONDARY

School: ALS (ALTERNATIVE LEARNING SYSTEM)
NABUNTURAN COMPREHENSIVE NATIONAL HIGH SCHOOL
Address: Nabunturan , Davao De Oro
School year:July 2012-December 2013

WORKING EXPERIENCE

Sutherland Global Services

Call Center Agent / Customer Service Representative

Jacinto ext Bajada , DAVAO CITY

September 2019 – Currently employed

DUTIES AND RESPONSIBILITIES

- Providing Excellent services.
- Handling and Solving Guest Complaint.
- Provide White Glove and Care services.

Fresh n' Famous Food Corp.(GREENWICH GAISANO MALL TAGUM)

Service Crew/ Team Leader

National Highway , TAGUM CITY

October 2017 – May 2019

DUTIES AND RESPONSIBILITIES

- Providing Excellent services.
- Handling Guest Complaint.
- Checking and Monitoring the Equipment and the Stocks.

JP Express Shell

Pit Crew

QUIRANTE II , TAGUM CITY

July 2015-December 2015

DUTIES AND RESPONSIBILITIES

- Dealing with the customer and offer our free services.
- Checking all the product (INVENTORY).
- Ensuring Cleanliness in the station.

INTERNSHIP TRAINING

LTS CORPORATION - (NCCC TAGUM)
SALES ASSOCIATE - Dept. Store
National Highway , Tagum City
April2017 – July2017

DUTIES AND RESPONSIBILITIES

- SMART Customer Service and Customer Care.
- Responsible for replenishing the item .
- Maintaining the cleanliness of the area .

SEMINARS AND TRAINING

Jobstart: Life Skills Training
January 2017 (10 days)
Tagum Doctor's College Inc. - Rabe Subdivision , Tagum City

- Studies in How to boost your Self-Confidence.
- Studies in Handling Customers Complaints Effectively.
- Studies in Understanding and Managing Emotions.

CHARACTER REFERENCES

Ms. Estrella F. Aguilar
Kitchen manager at GREENWICH GAISANO MALL TAGUM /09279363120

Mrs. Myreen P. Formoso
Sr. Business Intelligence Consultant at Teradata Phil. - Antipolo City / 09163994046