

MILKHY MARTIN

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PROFESSIONAL SUMMARY

Customer-focused professional with extensive experience who prioritises tasks well and has great multitasking abilities. Ability to work well with others. Optimizing my problem solving skills and be able to contribute to increase customer satisfaction.

WORK EXPERIENCE

CLLOUDSTAFF MODERN WORKFORCE INC - APRIL 2022 to JANUARY 2024

❖ Classic Architectural Group April 2022 to March 2023

- *Supporting the Installation Manager*
- *Raising Purchase Orders*
- *Updating and maintaining the spreadsheet of orders*
- *Collating photographs, and storing on the customer file*
- *Updating warranty templates for job*
- *Other administration as required to support*
- *Some processing, including matching of invoices*
- *Good Office365 skillsets*

❖ Project Base - Junk2Go April 2023 to September 2023

- *Xero and Service m8 Data Entry*
- *Assisting the accounts manager*
- *Email and Calendar management*
- *Project Research and Development*
- *Purchasing supplies*
- *Log Ins and Licenses management*
- *Matching of Invoices*
- *Creating and designing vouchers and flyers*
- *Hubspot management*
- *Good office 365 skillsets*

❖ Journey.Live – November 2023 to January 2024

- *Hubspot management*
 - *Email and Calendar management*
 - *Updating weekly status, profit and clients contracts*
 - *Sending daily emails to customers*
 - *Assisting the Marketing Manager*
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EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

MAJOR IN MARKETING MANAGEMENT – APRIL 2017

System Plus College Foundation

Angeles City, Pampanga, Philippines