

# RAYMOND R. OLIVEROS

97 E. Angeles St., Sta. Cruz, Pasig City, Philippines

Contact No.: 09565292551

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## I. CAREER OBJECTIVE:

A digital / technical role in a prominent and fast-growing company where I can impart my skills, delivering the best performance that would significantly help the company exceed targets.

## II. SKILLS AND QUALIFICATIONS:

- Self-motivated and with strong drive for success
- Able to communicate effectively and interact with people
- Able to drive three-wheels and four-wheels vehicles
- Tech-savvy and proficient in Microsoft Office tools like Word, Excel and Power point
- Agile and hardworking

## III. WORK EXPERIENCE:

### **CLIENT CONSULTANT**

**ADP (AUTOMATIC DATA PROCESSING)** (November 29, 2021 - Present) - [contactadp@adp.com](mailto:contactadp@adp.com)  
6F Glorietta 2, Corporate Center, West Street Corner Ayala Center, Makati City Philippines

#### **Duties & Responsibilities:**

- Resolving and fixing errors of the rejected tax filings of our clients
- Assisting clients with rejected tax filings
- Taking inbound calls to assist the clients with their questions about their account in regards with their rejected tax filings
- Doing outbound calls to the states agencies to resolve the tax filings for our clients
- Sending out emails to clients to inform about the reason of the rejection of their tax filing
- Report to our Team Leader for our resolved errors weekly
- Attending weekly team meeting discussion and analyzation about the errors and how to resolve it correct and efficient

### **TELEMARKETING**

**ADA Manufacturing Corporation** (October 12, 2020 - March 5, 2021) - [marketing@adamco.ph](mailto:marketing@adamco.ph)  
Ropali Plaza, Escriva Dr, Ortigas Center, Pasig, Philippines

#### **Duties & Responsibilities:**

- Cold Calls to prospected clients
- Explain product specifications and prices
- Report weekly sales monitoring to the immediate Marketing Manager
- Assists clients to their concerns/inquiry regarding with the machineries

## **OPERATIONS SUPERVISOR**

**One Marameda Trading** (May 20, 2019 – May 20, 2020) – onemaramedatrading@gmail.com

#217 Sumulong Highway Brgy. Mambugan, Antipolo City, Philippines

### **Duties & Responsibilities:**

- Prepare reports that include Sales data, Daily Report of Stockpile, Financial Activity, Performance Outcomes, Goal Achievement, and overall productivity that will be presented to the executive management
- Schedules and plans trip/s base on the order of the client for the given day
- Supervises everyday working in department operating process
- Maintains and provides efficient backup to supply department and ensures achievement of all internal and external needs
- Provides training to workers and provide upgrades to various technical skills
- Analyzes and identifies all performance related issues and ensures appropriate steps to prevent loss are considered and taken

## **ACCOUNT EXECUTIVE**

**Haimobilia Enterprise** (Dec. 6, 2017 – May 6, 2019) – haimobilia@gmail.com

#64 C. Raymundo Ave. Brgy. Sagad, Pasig City, Philippines

### **Duties & Responsibilities:**

- Acts as Customer Representative (ex. Problem Items, Problem Deliveries, etc.)
- Assists clients for their orders, inquiries and demo requests
- Reports everyday about our weekly sales
- Coordinates to warehouse and purchasing about the stocks of the items
- Performs marketing plan to discuss in team
- Monitors the deliveries and monthly sales daily
- Posts in *OLX* and *Carousell* buy and sell website
- Ensures good communication for inbound and outbound calls
- Conducts site visits as per client request
- Files and records of the clients
- Reports to superior about the results of the transactions with the clients
- Handles meetings for marketing plan and marketing strategy
- Conducts team analyzation about our sales and clients
- Reports about back jobs and replacement items
- Performs Cold Calls and Email Blasting to other clients

## **INTERNSHIP**

**Philippine Long Distance Telephone (PLDT)**

(May 4, 2015 – July 31, 2015)

Ramon Cojuangco Building, Makati Ave., Makati City, Philippines

## **SERJ Trading**

(Nov.2, 2015 – Jan.29, 2016)

217 Sumulong Highway Brgy. Mambugan, Antipolo, City Philippines

## **IV. EDUCATIONAL BACKGROUND:**

**Tertiary:** Bachelor of Science in Business Administration  
Major in Marketing  
Rizal Technological University  
M. Eusebio Avenue, Maybunga, Pasig City  
2012-2016

**Secondary:** La Immaculada Concepcion School  
Caruncho Avenue, Malinao Pasig City  
2007-2011

**Primary:** La Immaculada Concepcion School  
Caruncho Avenue, Malinao Pasig City  
2001-2007

#### **V. PERSONAL INFORMATION**

|             |            |               |                  |
|-------------|------------|---------------|------------------|
| Age         | : 29       | Civil Status  | : Married        |
| Citizenship | : Filipino | Date of Birth | : August 5, 1994 |
| Gender      | : Male     | Religion      | : Roman Catholic |
| Height      | : 5'5      | Weight        | : 160 lbs.       |

#### **VI. CHARACTER REFERENCE:**

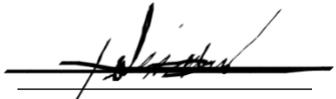
**Andrew Mark M. Tabia**

Compensation Executive  
PLDT Inc.  
Ramon Cojuangco Building, Makati Ave.,  
Makati City, Philippines  
09992261162/8460501

**Celia N. Rocamora**

Operations Director  
SANTOS KNIGHT FRANK  
10th floor Ayala Tower 1 Ayala Ave.,  
Makati City, Philippines  
7522580

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

  
**RAYMOND R. OLIVEROS**  
Applicant