

# JAN NICOL B. BELBIS

Silicon Oasis, Dubai

[jannicolbelbis@gmail.com](mailto:jannicolbelbis@gmail.com)

0585749304



## CAREER OBJECTIVE

To perform a role according to the standard of the company that will further enhance my knowledge, skills and abilities. Interested in making a significant contribution by engaging in makeshifts or even enduring career in marketing industries and other related openings that offers opportunities for progression.

## WORK EXPERIENCE

- **SHANGHAI ROXAS BUSINESS HORIZON CONSULTING COMPANY**  
SALES OFFICER (September 2019- February 2020)
  - Conduct market research to identify selling possibilities and evaluate customer needs
  - Tracks sales goals and reporting results as necessary.
  - Continuously seek out new sales opportunities through cold calling, networking and social media.
  - Set up meetings with potential clients and listen to their wishes and concerns.
  - Gather feedback from customers or prospects and share with internal teams.
- **51 TALK PHILIPPINES**  
ESL ONLINE TEACHER (March 2019-July 2019)
  - Conduct 25-minute, one-on-one English lessons to Chinese kids and adults online.
  - Provide corrective feedback during the lesson.
  - Create a lesson memo at the end of each lesson
- **AEON CREDIT SERVICE (PHILIPPINES) INC**  
SALES OFFICER (February 2018-February 2019)
  - Develops sales strategies and activities to achieve organizational sales goals and revenue target within the assigned territory.
  - Forecasts and achieves quarter and monthly sales and revenue by establishing sales objectives and action plans in areas of operations.
  - Plans and coordinates with company department heads and key accounts team to accomplish sales plans and objectives.
  - Ensure sales team has necessary requirements and resources to perform properly assigned tasks.
- **AMANDO COPE COLLEGE**  
PART TIME COLLEGE INSTRUCTOR(November 2016-October 2017)
  - TeachesMarketing and other business related subjects.
  - Develops instructional plans or course syllabus for the subjects.
  - Plans lessons and assignments and assesses student's progress by grading papers, exams and projects.
- **LION COMMERCIAL CORPORATION**  
SUPERMARKET DEPARTMENT/MARKETING SPECIALISTMay 2015-May 2016
  - Leads projects and prepares budget approval memo for a specific project.
  - Conducts market research and survey to find answers about consumer requirements and trends and be able to know competitors' offerings.
  - Works with creative teams to come up with branding ideas, advertising copy, graphic designs, and promotional materials
  - Organizes marketing events for promotional matters.
  - Plans and executes initiatives to reach the target market through appropriate channels.

## EDUCATION

### Tertiary:

- BICOL UNIVERSITYCOLLEGE OF BUSINESS, ECONOMICS, AND MANAGEMENT  
BSBA in Marketing Management  
2011 - 2015

CERTIFICATIONS

- **FACEBOOK MARKETING ESSENTIALS**  
INTERNATIONAL OPEN ACADEMY
- **ADOBE LIGHTROOM COURSE**  
INTERNATIONAL OPEN ACADEMY
- **FUNDAMENTALS OF DIGITAL MARKETING**  
GOOGLE: DIGITAL GARAGE
- **120-HOUR TEFL CERTIFICATE COURSE**  
INTERNATIONAL OPEN ACADEMY
- **120-HOUR TESOL CERTIFICATE COURSE**  
INTERNATIONAL OPEN ACADEMY
- **HUMAN RESOURCE 1**  
FILIPINO INSTITUTE
- **INTRODUCTION TO BOOKKEEPING AND ACCOUNTING**  
THE OPEN UNIVERSITY/OPENLEARN ONLINE COURSE
- **GOOGLE ANALYTICS FOR BEGINNERS**  
GOOGLE ANALYTICS ACADEMY
- **DIGITAL SKILLS: DIGITAL MARKETING**  
FUTURE LEARN/ACCENTURE
- **DIGITAL SKILLS: WEB ANALYTICS**  
FUTURE LEARN/ACCENTURE
- **CREATE A SOCIAL MEDIA MARKETING CAMPAIGN**  
FUTURE LEARN/UNIVERSITY OF LEEDS INSTITUTE OF CODING
- **SOCIAL SELLING AND PRODUCT SPECIALIZATION COURSE**  
GRANT EMPLOYMENT (TRAINING TO CAREER)

SKILLS AND ABILITIES

- Strong interpersonal and communication skills.
- Detail-oriented, able to approach problems logically and able to prioritize responsibilities.
- Flexible in carrying out tasks or responsibilities and eager to learn any new aspects of work for further development.
- Knowledgeable enough with computer works and have expertise on MS programs
- Used to work under pressure and can do multitasking.
- Hardworking, proactive and diligent.

PERSONAL BACKGROUND

Age:	26
Sex:	Male
Date of Birth:	January 10,1994
Height:	5'9"
Weight:	70 kgs
Civil Status:	Single
Citizenship:	Filipino
Religion:	Roman Catholic
Language/Dialect Spoken:	Bikol,Tagalog, English

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

JAN NICOL BELBIS