



DANHILL S. MANIO

Sales & Marketing | Administrative Assistant

+971 50 560 4778

1206 Maisloon Bldg. King Faisal St. Al Majaz 1, Sharjah, UAE

dan5danxxx@gmail.com

PERSONAL INFORMATION

Birthdate: Sept 05, 1998

Age: 25 years old

Civil Status: Single

Gender: Male

Nationality: Filipino

EDUCATION

**Bachelor of Science in
Business Administration
major in Marketing
Management**

St. Nicolas College of Business
and technology

2015-2019

SKILLS

- Organization
- Time Management
- Attention to details
- Problem-solving
- Microsoft Word & Excel
- Communication
- Collaboration
- Multi-tasking
- Adaptive personality

LANGUAGES

- TAGALOG
- ENGLISH

OBJECTIVES

I am an articulate, detailed oriented and capable employee who is professional in appearance as well as communication. On a personal level, I possess good judgement, and the ability to accept responsibility and handle confidential information safely. Currently, I am looking for a suitable position with an ambitious company that wants to recruit talented people who have good and clean track records.

WORK EXPERIENCE

SALES DOCUMENTATION ASSOCIATE | ADMIN ASSOCIATE

SOLANALAND DEVELOPMENT INC., (August 2022-April 2024) (PHIL)

- Expertly guide clients through In-House, Bank and Pag-ibig Housing Loan requirements.
- Organized loan documents for efficient processing
- Submit and manage housing loan application.
- Vigilantly track client accounts to ensure completion of all necessary documentation for loan processing.
- Provide continues support to clients until the successful approval of their housing loan application.

SHIFT LEADER

Alfametro Marketing Inc., (August 2021-February 2022) (PHIL)

- Led store operation & all transactions
- Managed Supplier & Distributor relations
- Conducted monthly audits for compliance
- Achieved monthly & Annual sales target.

ACCOUNT EXECUTIVE | IMMEDIATE SUPERVISOR

Phil OPPO Mobile Tech., (November 2019-November 2020) (PHIL)

- Led team as an Area Supervisor
- Managed Sales promoter & Stores
- Ensured to hit the monthly and yearly sales target.
- Resolved all client concerns promptly.

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