



# RICHARD ROGER GRANADOS



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## OBJECTIVE

Seeking an entry-level position as a sales representative in Electronic department. With familiarity with voltage meters, cable cutters, wire dollies and various other essential tools. And with deep familiarity with electrical circuitry, preventive maintenance and troubleshooting expertise. A highly motivated, detail-oriented and friendly individual with 2 year of experience on the required field.

## HIGHLIGHTS OF QUALIFICATION

- Fluent in English
- Well organized, flexible, enthusiastic and quick learner
- Can work under pressure due to work demand
- Can work in extended time due to work demand
- Fast learner
- Can easily transmit information
- Can work on a multi cultural environment
- Can work without supervision
- Outstanding interpersonal skills
- Proven ability to juggle multiple high priority task
- Proven ability to work effectively with ability to Excellent customer and personal service
- Strong and open communication with the public, supervisors, and peers
- Familiarity with office suite and spreadsheet software, such as Microsoft Office and Excel
- Keen social perceptiveness and active-listening skills
- Physical fitness, flexibility, and coordination
- Strong work ethic and professional ambition

## EDUCATION AND TRAINING

- *Auto Servicing*
- *National Certificate II in Bartending*
- *National Certificate II in Electrician Installation & Maintenance*
- *High school Diploma*

## WORK EXPERIENCE

### ***Ultra Steel - Tacloban City (Sales Rep in Electrical Department) November 2016 - October 2017***

- ✓ Stock and replenish merchandise according to store merchandising layouts.
- ✓ Priced merchandise, stock shelves and do inventory of supplies.
- ✓ Cleaned and organized the store, including the checkout desk and display.
- ✓ Handled all customer issues in a gracious manner and in accordance with the company policy
- ✓ Maintained knowledge of current promotions, policies regarding payment and exchanges and security policies.
- ✓ Describe merchandise and explain operation of merchandise to customer.
- ✓ Guided customer in choosing items that reflect their personal style.
- ✓ Helped customers with all electronic related needs.
- ✓ Maintained a clean and organized work environment to allow customers the best shopping experience.
- ✓ Install, maintain and repair electrical control, wiring, and lighting systems.
- ✓ Perform general electrical maintenance.
- ✓ Good knowledge of various test equipment.
- ✓ Circuit breaker corrective maintenance.
- ✓ Repair and replace equipment, electrical wiring, or fixtures.
- ✓ Perform general electrical maintenance.
- ✓ Install, maintain and repair electrical control, wiring, and lighting systems

## PERSONLA INFORMATION

- Home Add : Tacloban Philippines
- Place of Birth : Tacloban Philippines
- Date of Birth : July 27, 1991
- Civil Status : Single
- Visa Status : Visit Visa

## REFERENCES

- ❖ Contact and references will be happily provided upon request.

### ***Ultra Steel - Tacloban City (Intern)*** ***August 2016 - November 2016***

- ✓ Solid understanding of safety regulations in accordance to the set standards.
- ✓ Handled different tool and equipment with precision.
- ✓ Assisted the troubleshooting and repair of electrical wires and components.
- ✓ Troubleshoot electrical issues using appropriate of testing devices.
- ✓ Inspect transformers and circuit breakers and other electrical components.

### ***Leyte Park Hotel*** ***November 2017 – December 2018***

- ✓ Conducted final check of food items prior to serving customers to ensure quality maintenance.
- ✓ Ensured the cleanliness of dining area and food items before serving.
- ✓ Assisted and trained others in carrying out their part of preparing/serving meals.
- ✓ Maintained serving standards and followed all regulations while performing duties.
- ✓ Assisted customers by providing information and resolving any complaints.
- ✓ Stocked inventory
- ✓ Cleaned and sanitized work areas, equipment, and cooking utensils.
- ✓ Prepared a variety of foods and beverages according to customers' orders or supervisors' instructions, following approved procedures.
- ✓ Monitored and recorded food temperatures during preparation and storage.
- ✓ Reported equipment failures and low inventories to store managers.
- ✓ Operated cash register, handled money, and gave correct change.
- ✓ Worked the closing graveyard shifts, in charge of cashiering, operating the drive through window, cashiering, processing orders, and cooking grill orders
- ✓ Ensured quality service and product, translated orders to limited English speakers, checked off employee's work to make sure things were done correctly
- ✓ Responsible for overseeing restaurant and completing early morning duties to prepare for next shift