






CURRICULUM VITAE



PERSONAL DETAILS

Name	 ARMEL BINGIL	D.O.B	OCTOBER 19, 1990
Contact	 +971 55 863 5731	Nationality	 Filipino
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Availability	Immediate	Marital Status	
		/Height / Weight	Single/5'7"/75kg

CAREER OBJECTIVE

To obtain a position that fits my work experience, where I can maximize my multilayer of management skills, quality assurance, program development, trainings and excellent customer service.

EDUCATION

Bachelor of Science in Information Technology (3rd Year)
Colegio de Kidapawan, Kidapawan City, Philippines – June 2008 – June 2013

WORK EXPERIENCE

May 2018 – August 2020 ; Sales – Golden Knights – Wood and Copper

- ✓ Greeted customers and ascertain what each customer wants or needs.
- ✓ Opened and closed cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- ✓ Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- ✓ Computed sales prices, total purchases and receive and process cash or credit payment.
- ✓ Maintained records related to sales.
- ✓ Watched for and recognized security risks and thefts, and know how to prevent or handle these situations.
- ✓ Recommended, selected, and helped locate or obtain merchandise based on customer needs and desires.
- ✓ Answered questions regarding the store and its merchandise.
- ✓ Described merchandise and explained use, operation, and care of merchandise to customers.
- ✓ Ticketed, arranged and displayed merchandise to promote sales.
- ✓ Placed special orders or call other stores to find desired items.
- ✓ Demonstrated use or operation of merchandise.
- ✓ Cleaned shelves, counters, and tables.
- ✓ Inventory stock and requisition new stock.

March 2017 – March 2018 : Assistant Waiter/Sales – Pizza World – Dubai, United Arab Emirates

- ✓ Delivered services of exceptional quality that increase customer satisfaction.
- ✓ Always follow Pizza World's service standards and procedures on how to serve drinks, beverages and food.
- ✓ Organized table settings and maintain tables dirt-free and tidy.
- ✓ Maintained pleasant interaction with guests at all times.
- ✓ Preserved the workstation, organizes and stocks in order to better accommodate the needs of the Waiter/Waitress and of our guests.
- ✓ Sold products by establishing contact and developing relationships with customers.
- ✓ Drove customer loyalty by delivering service excellence throughout each customer experience.

Sept. 2014 – May 2016 : Call Center Agent – AG & T Outsource Team, Inc. – Davao City, Philippines

- ✓ Conducted market research interviews by telephone and meet all standards of position requirements. Interviews are about the lifestyle choices of the household.
- ✓ Conducted paper and computer based interviews with high degree of accuracy and integrity.
- ✓ Followed project specifications.
- ✓ Maintained company dialing standards.
- ✓ Exercised courtesy and professionalism to all respondents.
- ✓ Maintained confidentiality of all collected data.
- ✓ Ability to type a minimum of 25 words per minute.
- ✓ Performed inbound calls to interview respondents.
- ✓ Encouraged respondent to participate in the survey.
- ✓ Made sure to interview a qualified respondent.
- ✓ Conducted survey regarding health awareness, politics and customer satisfaction.
- ✓ Input the accurate response of the respondent on open-ended questions.
- ✓ Met the percentage rate specified by the client.
- ✓ Performed duties as may be assigned from time to time.

Nov. 2015 – Dec. 2015 : Evaluator – Philippine Statistics Authority – Davao City, Philippines

- ✓ Gathered basic information on demographic and other socio-economic characteristics through conducting census in every household.
- ✓ Ensured confidentiality and security of census information at all times.
- ✓ Recorded accurate and legible information on all paperwork.
- ✓ Provided assistance to complete census questionnaires where necessary.
- ✓ Completed all work within the required timescale and to the required standard

Jun. 2013 – Aug. 2014: Data Encoder/Sales Representative/Technician DF Taclindo General Merchandise - Kidapawan City, Philippines

- ✓ Encoded, received stocks with precise product codes and prices
- ✓ Maintained daily/weekly/monthly sales record and compiles for annual financial auditing.
- ✓ Prepared reports for stocks inventory.
- ✓ Maintained customers' sales records.
- ✓ Presented to customers products' features and benefits and assists them in their needs, maintaining highest standard of customer service.

- ✓ Repairs television sets, watches, PCs & downloads computer software.

SKILLS

- ✓ Excellent in English language both oral and written.
- ✓ Excellent in customer service.
- ✓ Able to adapt to fit changing circumstances.
- ✓ Able to understand customer and its needs.
- ✓ Able to concentrate & multi-task at the same time.
- ✓ Able to work unsupervised.
- ✓ Able to take initiative.
- ✓ Positive attitude.
- ✓ Negotiation skills.
- ✓ Systematic, resourceful and organized.

COMPUTER KNOWLEDGE

- ✓ MS Office Package