

Kit Kenneth Quijano

Dubai

kitquijano6_isr@indeedemail.com

050-386-4881

- To secure an opportunity to experience a professional career in a customer oriented company that will allow me to practice my skills and knowledge.

- To solve problems in a creative and effective manner in a challenging position.

Willing to relocate: Anywhere

Work Experience

Telesales Executive

2018 to Present

Email blasting to all companies that is in the list and providing them detailed information about our company and our program.

- - Doing cold calls to small and mid size companies in U.A.E. to see if they are interested with our services as an advertising firm.
- - Look for company names, address, phone numbers.
- - Doing market research for the companies that is qualified to our program.
- - Responsible for client's account that is being assigned by the managers. (Lead Generation, Appointment Setting and Hard Selling over the phone.)

Senior Sales

Callbox Inc. Molo - Iloilo City

July 2016 to July 2018

Executive

- Handles specific client's account that is being assigned by the managers. (Lead Generation, Appointment Setting and Hard Selling over the phone.)
- Doing market research for the companies that is qualified to our program.
- Look for company names, address, phone numbers.
- Doing cold calling to companies in the U.S. to gather information if who is the the decision maker for their Sales and Marketing.
- Email blasting to all companies that is in the list and providing them detailed information about our company and our program.

Senior Sales Executive

Barangay Tacas Jaro - Iloilo City
January 2014 to March 2016

Technically look for clients that are interested of the company's product and services over the phone.

- - Gather information to the companies that is being listed on our data based.
- - Looking for company name, numbers, addresses to be added in our data bases.
- - Creating your own data based.
- - Email blasting to all companies that is in the list and providing them detailed information about our company and our program.
- - Doing cold calling to companies in the U.S. to gather information if who is the the decision maker for their Sales and Marketing.

Resto Bar Manager

Movie K Entertainment Resto Bar - Iloilo City
January 2011 to January 2014

Handles employees schedule, inventory, payroll, and making decision for hiring applicants

- Making sure that the kitchen is always clean and check all equipments.
- Doing weekly evaluation to see what are the pain points of the week's operation.
- Providing reports and presentation to owner every month.

Customer Service Representative

TeleTech, SM City Mandurriao - Iloilo City
November 2007 to September 2010

Handles T-Mobile customers account on the phone such as billing, technical support and some other issues.

- Making sure that all records of customers are checked correctly and verified.
- Providing customer satisfaction by resolving their issue right away.

Barista

Café Metro, Robinsons Place - Iloilo City
2001 to 2003

- Makes Coffee and Beverages
- Helping in cleaning and maintaining coffee machines and equipments.

Communication Skills Talent and Skills

Competent in Filipino and English with knowledge in other foreign languages such as German, Spanish, and French

Vaao Advertising FZ LLC Building No. C12
October 2001 to October 2001

Education

Bachelor of Science in Tourism in Tourism

Central Philippine University

2002 to 2007

Iloilo National Highschool

2000 to 2002

Skills

Excel (Less than 1 year), PowerPoint (Less than 1 year), Word (Less than 1 year)

Additional Information

Computer Skills

Complete command on office (Word, Excel, PowerPoint) internet browsing and email application, basic knowledge of in computer application.

Personal Skills

- Willing to work a flexible schedule that may occasionally include early or late start times.
- Committed, Honest, and Consistent. Delivers excellent output by the deadline.