**Nardo, Adrian B.**

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[adriannardo564@gmail.com](mailto:adriannardo564@gmail.com)

Old Airport Doha Qatar

**OBJECIVE:**

Seeking for a challenging position to your company, where i will be able to use my skills , educational background and ability to work well with people, which will allow me to grow personally.

**PERSONAL DATA:**

HEIGHT : 164 cm WEIGHT : 72 kg.

GENDER : Male AGE : 26 years old

NATIONALITY : Filipino RELIGION : Roman Catholic

BIRTHDAY : January 28, 1998

BIRTH PLACE : Brgy. Anoling, Pinamalayan, Oriental Mindoro

**EDUCATION:**

* **TERTIARY:**

Bachelor of Science in Business Administration (BSBA)

Major in Marketing Management

S.Y.2017-2018

* **SECONDARY:**

EMA EMITS COLLEGE PHILIPPINES (EECP)

S.Y.2013-2014

* **ELEMENTARY:**

Anoling Elementary School

S.Y.2009-2010

**SKILLS:**

* Fast learner
* Good Communication Skills
* Computer Literate in Microsoft Word, PowerPoint and Excel
* Customer Service Oriented
* Flexible

**WORK EXPERIENCE**

* **Merchandiser**

Zainal Electronics Center

February 14, 2024- Present

* Catering brand of Karcher, Jiffy, Steamone, Ferre and Local brand Zenan Appliance
* **Advisor 1, Collections**

Concentrix

July 24, 2023 – February 06, 2024

Duties and Responsibility

* Receive Calls Inbound and Outbound
* Provide best solutions to the customers
* Giving quality and best service to the customers
* Assisting customer for the payments
* **Sales Assistant**

SM Appliance MEGAMALL Branch

January 17, 2023 – June 14, 2023

Duties and Responsibilities

* Greets customers upon entering the store.
* Assist customers in locating the products.
* Cleans the display products and the selling area.
* Comply the task given by the officers.
* Encoding sales report.
* Checking the inventory of the displayed products.
* Distribution of pricelist to the Promoters.
* Double checking the price tags.
* **Product Specialist**

Imperial Appliance Plaza, Marfrancisco Pinamalayan Oriental Mindoro

July 6, 2018 – June 30, 2022

Duties and Responsibilities

* Greets customers and assist them.
* Delivering the purchased products to the customers home.
* Receiving customer complaints and forwarding information to the Service Center.
* Preparing sales and inventory reports.
* Cleans the display products and the area.

**TRAININGS/SEMINARS ATTENDED:**

* On the Job Training (OJT)/Business Practicum

Philippine National Bank (PNB), Pinamalayan Branch

G/F Sn Agustin Bldg., A., A. Mabini Boulevard Pinamalayan, Oriental Mindoro

September 08, 2017 to November 08, 2017, 240 hours

* Pre-Educational Seminar, Cooperative Management

High School AVR, Abada College, Pinamalayan, Oriental Mindoro

August 5, 2016

* Empowering Future Executives with the latest Business Trend

Abada College Gymnasium, Pinamalayan, Oriental Mindoro

February 26, 2015

* Mahalta Social Awareness and Leadership Summit

Villa Kitaq Convention Center,Brgy. Palangan, Puerto Galera

January 10, 2015

*I hereby certify that the above information’s are true to the best of my knowledge*

MR. Adrian B. Nardo

Applicant