

CONTACT

MARVIN JAY BALMORES GAMEZ

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OBJECTIVE

Customer-oriented and organized front office representative with proven experience in managing front office operations and providing exceptional client service. Skilled in handling inquiries, maintaining records, scheduling, and overseeing office organization. Strong communication and multitasking abilities with a friendly and professional demeanor, suited to supporting a fast-paced environment.

EXPERIENCE

01/11/2023 - Up to Present

- **Front Desk Receptionist**
Fibertie Pipe Factory and Accessories
 - Strong verbal and written communication
 - Proficient in Microsoft office suite (Word, Excel, Outlook)
 - Client Handling
 - Team player and problem solving

01/01/2019 - 17/01/2022

- **Proctor and Gamble Merchandiser**
Manpower for Advertising Services Agency
 - Plan and manage product range Inventory, Displays and Promotion
 - Monitoring store cleanliness and sanitation
 - Rotate product onto shelves from backroom stock and inventory supply

01/08/2018 - 30/11/2019

- **Volunteer Teacher**
Divilacan National Highschool
 - Preparing, administering, supervising and grading examination, quizzes and other assignments
 - Educating students on following school moral code and behavior
 - Support student comprehension academic events and activity

EDUCATION

2014 - 2018

- **Isabela State University Palanan Campus**
Batchelor of Elementary Education

2010 - 2014

- **Divilacan National Highschool**

SKILLS

- Computer Literacy
- Multitasking
- Communication Skills
- Time management

LANGUAGES

- English
- Tagalog

REFERENCE

- **Bernadito Buenaseda - MASAT INC.**
Human Resources Director
masahr@masa.com.ph
8814-3538