



Doha, Qatar

Phone: 3313 8456

Email: vito.james27@gmail.com

Date of Birth: 27/01/99

Visa Status: Transferable

Marital Status: Single

EDUCATION

2015 - 2019

Tomas Claudio Colleges,
Morong, Rizal Philippines

- Bachelor of Science in
Secondary Education

2012 – 2015

Teresa National Highschool
Teresa, Rizal Philippines

2007 – 2012

Baras Elementary School
Baras, Rizal Philippines

Skills

- Punctual and Flexible
- Excellent Interpersonal Skills
- Fast Learner
- Team Leadership & Collaboration
- Proficient in English both written and spoken
- MS Office

JAMES VARONA VITO

Doha, Qatar

JOB OBJECTIVE

Proactive and adaptable individual seeking to join a leading corporate and contribute to its continued growth and success. I am committed to delivering high-quality work and exceeding expectations in a fast-paced, stimulating environment. I aim to leverage my skills to drive impactful results and build a long-term career where I can continuously develop my skills and realize my full potential.

WORK EXPERIENCE

- **MicroSourcing Philippines** **Oct 2023 – Feb 2025**
Global One Bldg, E-Commerce Plaza, Quezon City, Philippines
Account Manager
International Account - Moneris
 - Offer innovative payment solutions by presenting new products and services to clients.
 - Assume responsibility for client communication, addressing inquiries, concerns, and resolving issues in a timely manner.
 - Handle client inquiries and issues as their main point of contact.
 - Proactively introduce new products and services to improve clients' payment processing.
- **IBEX Global Solutions** **Jan 2021 – Oct 2023**
Silver City Building, Pasig, City, Philippines
Tech Support
International Account - Frontier
 - Take ownership of client inquiries and concerns, ensuring timely resolution of issues.
 - Actively find and implement new payment products and services to improve client processing.
 - Serve as the main point of contact for clients, managing all communication.
 - Offer innovative payment solutions by presenting new products and services to clients.
- **Zipty Fiber - Collections & Sales**
Financial Tech Support
 - Manage and monitor accounts with outstanding payments, contacting customers to discuss and resolve overdue balances.
 - Build and maintain strong relationships with customers, offering personalized service to address payment issues.
 - Present service upgrades or new offerings to customers during collection calls, highlighting value and benefits.