

JOSUA P. SINGURAN

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FREELANCE VISA



CAREER OBJECTIVE:

To work in a dynamic environment as sales associate that provides me a field of experience and exposure and to bring a dynamic and flexible portfolio of skills at workplace and to serve the organization with my positive attitude and efficiency.

SKILLS:

- Good communication skills
- Self motivation
- Decision making
- Ability to work under pressure
- Conflict resolution
- Adaptability
- Team work
- Leadership
- Active listening

WORK EXPERIENCES:

Grocery Picker, Jbc Hospitality & Services

November 2019 – November 2024 (Assigned in Talabat – Monoprix)
Doha Qatar

- Picks the order of the customers through talabat online application platform.
- Calls customer about unavailable items and offer replacement.
- Brings the order in counter for transaction and handover the order to driver for delivery.
- Monitors unavailable items and report it to the team leaders for hiding in the application.

Sales Associate, Safari Group of Companies

June 2015 – March 2019 (Household & I.T Section)
Doha Qatar

- Ensured high levels of customer satisfaction through excellent sales service.
- Assessed customer's needs and provide assistance and information on product features.
- Welcomed customers to the store and answer their questions.
- Followed and achieved department's sales goals and maintained good display in shelves.
- Maintained in stock and presentable conditions of assigned areas.
- Complied with inventory control procedures.
- Team up with co workers to ensure proper customer service.

Sales Associate, Bin Dawood Holding

November 2012 – January 2015 (Household Section)
Jeddah Saudi Arabia

- Provided customer service by greeting and communicating with customers.
- Maximized sales opportunities by restocking as needed and proper display of merchandise.
- Built rapport and cultivated good relations with customers.
- Offloaded, moved, scanned, replaced and stocked merchandise.
- Maintained a clean and organize store environment to enhance customer satisfaction.

Waiter, L Fisher Hotel

July 2008 – December 2008

Philippines

- Greeted the customers with a smile upon arrival.
- Served foods and beverages on every table of customers.
- Set up the tables, chairs and utensils for the upcoming events.
- Established friendship with the colleagues and customers.
- Done other duties as requested by the customers and superiors.

EDUCATIONAL BACKGROUND:

Course	-	Bachelor of Science in Information Technology
Tertiary	-	ABE International Business College, Philippines June 2005 – March 2009
Secondary	-	Negros Occidental High School, Philippines June 2000 – April 2004
Primary	-	Talotog Elementary School, Philippines June 1996 – March 2000

AWARDS / TRAININGS / SEMINARS ATTENDED:

Best Picker	-	Talabat / Monoprix, Doha Festival City April 2021
Best Picker	-	Talabat / Monoprix, Doha Festival City March 2021
Best Picker	-	Talabat / Monoprix, Doha Festival City February 2021
Best Employee	-	Safari Mall, Qatar December 2016
Most Outstanding Ojt	-	Abe International Business College, Philippines May 2009
Personality Development	-	Abe International Business College, Philippines March 2009

LANGUAGES KNOWN:

English, Tagalog, Basic Hindi and Basic Arabic

REFERENCE:

Available upon request.