



## CONTACT DETAILS



Satwa, Dubai, UAE



+ 97158-1220350



jeffreybelgera811@gmail .com

## EDUCATION

BACHELOR OF SCIENCE IN  
BUSINESS ADMINISTRATION,  
MAJOR IN MARKETING  
KORBEL FOUNDATION  
COLLEGE – PHILIPPINES  
S.Y. 2014 - 2016

## SKILLS

- ★ Customer Service
- ★ Communication Skills
- ★ Multitasking
- ★ Attention to Detail
- ★ Time Management
- ★ Knowledge of Food and Beverage Menus
- ★ Order Taking and Accuracy
- ★ Cleanliness and Hygiene Standards
- ★ Product Knowledge
- ★ Selling and Upselling Techniques
- ★ Cash Handling and POS Operation
- ★ Visual Merchandising
- ★ Inventory Management
- ★ Problem-Solving Abilities
- ★ Organization and Time Management
- ★ Teamwork and Collaboration
- ★ Meeting Sales Targets

## PERSONAL DETAILS

Gender: Male  
Citizenship: Filipino  
Language: Filipino | English

# JEFFREY BELGERA

## PROFILE

Hardworking and customer-focused professional with 8 years of experience in sales, service, and operations. Skilled in customer service, product promotion, and teamwork, with a strong background as a Sales Associate, Promodiser, Service Crew, Encoder, and Delivery Rider. Committed to delivering excellent service and achieving team goals.

## WORK EXPERIENCE

### DELIVERY RIDER

Year: 2024 - 2025

Ninja Van Company-Philippines

#### Duties and Responsibilities

- ★ Picked up and delivered parcels to customers in a timely and safe manner.
- ★ Verified delivery information and ensured accurate scanning and logging of items.
- ★ Maintained communication with dispatch and followed delivery routes efficiently.
- ★ Collected payments and obtained customer signatures when required.

### ENCODER

Year: 2020- 2024

KCC Mall of Marbel- Philippines

#### Duties and Responsibilities

- ★ Entered and updated accurate data into the company's systems and databases.
- ★ Reviewed and verified the accuracy of data before encoding.
- ★ Ensured the confidentiality and security of all company information.

### PROMODISER

Year: 2019 - 2020

Melawares Company - Philippines

#### Duties and Responsibilities

- ★ Promoted and displayed Malwares products effectively in-store.
- ★ Provided product information and assisted customers with inquiries.
- ★ Monitored product inventory and ensured stock availability.

### SALES ASSOCIATE

Year: 2018 - 2019

KCC Mall of Marbel – Philippines

#### Duties and Responsibilities

- ★ Assisted customers in selecting and purchasing products.
- ★ Maintained an organized and visually appealing sales floor.
- ★ Handled customer transactions and operated the cash register.
- ★ Monitored stock levels and replenished items as needed.

### SERVICE CREW

Year: 2016 - 2017

Mang Inasal koronadal - Philippines

#### Duties and Responsibilities

- ★ Greet customers warmly and assist them with seating.
- ★ Take food and beverage orders accurately and relay them to the kitchen staff.
- ★ Serve food and drinks to guests in a timely and courteous manner.

I hereby certify that the above mentioned is true and correct to the best of my knowledge and belief

JEFFREY BELGERA

Applicant

# JEFFREY BELGERA

## Open To Work Waiter or Sales Associate



Satwa, Dubai, UAE



jeffreybelgera811@gmail .com



+ 97158-1220350

## COVER LETTER

Dear Hiring Manager,

I am writing to express my interest in the position of Waiter or Sales Associate. With a diverse background in customer service and sales, I believe I can contribute positively to your team.

Over the past few years, I have built a solid foundation in various roles that strengthened my communication, customer interaction, and multitasking skills. I have one year of experience as a Delivery Rider, where punctuality and customer satisfaction were my top priorities. I also worked for four years as an Encoder, developing strong attention to detail and data management skills. My experience includes one year as a Promodiser and another year as a Sales Associate, both of which helped me enhance my sales techniques and customer engagement. In addition, I spent a year as a Service Crew, where I handled food service and worked efficiently under pressure in a fast-paced environment.

These experiences have taught me the value of teamwork, adaptability, and providing excellent customer service. I am confident that my background aligns well with the responsibilities of the position, and I am excited about the opportunity to contribute my skills to your organization.

Thank you for considering my application. I am looking forward to the opportunity to discuss how I can be an asset to your team.

Sincerely Your,

JEFFREY BELGERA

---