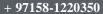


CONTACT DETAILS



Satwa, Dubai, UAE



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

PERONAL 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.

Year: 2024 - 2025

Year: 2019 - 2020

Year: 2018 - 2019

Year: 2016 - 2017

WORK EXPERIENCE

DELIVERY RIDER

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

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

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

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

Open To Work Waiter or Sales Associate





Satwa, Dubai, UAE piffreybelgera811@gmail.com 1 + 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