

Kevin [REDACTED]

I am a hardworking, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humor. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

PROFESSIONAL EXPERIENCE

June 2023 – Present

[REDACTED] Processing Associate

- Globally managing and processing national accounts
- Creating and updating customer and payable accounts via S21/JBA/ERP/DDH system and CW1
- Provide accurate, valid and complete information by using the right methods/tools
- Updating credit limit and payment terms
- Deal directly with Country/requestor either by Teams and Outlook
- Respond promptly to customer inquiries
- Handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution
- Communicate and coordinate with internal departments
- Preparing customer specific notices for renewals or terminations
- Validating customer contact details (either before communications, or in the instance that customers haven't responded)
- Filing documentation (signed copies of contracts)
- Highlighting data discrepancies and working with relevant teams to resolve. (e.g. customer contact data to be updated in SIRION as part of new customer data and vendor master management)

June 2021 – June 2023

[REDACTED] Data Processing Associate

- Lidar Annotation
- 2D/3D bounding boxes for object detection
- Cuboids for object recognition
- Lines and Splines for lane recognition
- Follow company standard operating procedures, guidelines and policies
- Communicate and coordinate with internal departments

August 2017 – June 2021

[REDACTED] Admin Assistant

- Monitoring of supplies (trucks and equipments)
- Purchasing (petty cash)
- Field monitoring
- Creating cheques and vouchers
- Processing billing and collection/ Government remittances
- Maintain a balance between company policy and customer benefit in decision making. Handles issues in the best interest of both customer and company
- Communicate and coordinate with our client
- Follow company standard operating procedures, guidelines and policies



CONTACT DETAILS

Mobile: [REDACTED]

Email: [REDACTED]

Address: [REDACTED]

TRAININGS & CERTIFICATES

- CIF Training
- DGF Certified Training
- Talent World Training
- Safety and Security DHL
- LIDAR 2D and 3D Training
- Fire and Health Safety

SKILLS

- MS OFFICE
- ERP, S21 JBA DDH SYSTEM
- OUTLOOK
- CIF CERTIFIDE
- DRIVING

EDUCATIONAL BACKGROUND

HIGHER STUDIES

- [REDACTED]

HIGH SCHOOL

- [REDACTED]

ELEMENTARY

- [REDACTED]

PROFESSIONAL EXPERIENCE

October 2016 –
April 2017

Marketing Asst. and Drafting floorplan

- Pro-actively promote and sell the items in the store.
- Creating PO/Supplies
- Purchasing (petty cash)
- Field monitoring
- Processing billing and collection

January 2016 –
June 2016

Online Casino Dealer and Sports Trader

- Game play Endorsement
- Responsible for monitoring and operating live online sports game.
- Assist and advise the customers on each game they want to play
- Perform all the necessary possibilities to be able to hit the target or quota

May 2015 -
November 2015

Receiving Checker

- Assist staffs and consumer
- Monitoring the Stocks Fresh and goods
- Received delivered items and checking the description against the invoice slip
- Maintaining the displayed merchandize and cleanliness of the store area
- Monthly inventory of all the merchandise

PERSONAL DETAILS

Date of Birth: [REDACTED]

Nationality: Filipino

Language: English, Filipino

Religion: Catholic

Status: Single

Height: 182 cm

Weight: 86 kg