



ALDRYN JOHN D. CUEVAS

To secure a challenging position in a reputable company to expand my learnings, knowledge and skills while making a significant contribution to the success of the company.

LET'S WORK TOGETHER!

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Visa Expiry: 15/04/2024

SKILLS

- Time Management
- Communication skill
- Computer Literate(MS Word, MS Excel)
- Multitasking
- Ability to work under pressure
- Interpersonal skill
- Sales skill
- Organization skill
- Self-motivated
- Ability to work in a Team
- Basic Designing (Canva. Capcut)
- Able to adapt oneself to new surroundings to make suitable change to fit new conditions

PERSONAL INFORMATION

Date of Birth: 28/05/2000

Marital Status: Single

Height: 5'11

Weight: 94kgs

Nationality: Filipino

Languages Known: Tagalog & English

Hobbies: Personal Fitness

CHARACTER REFERENCES

Available upon request.

ACADEMIC HISTORY

2023

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT

2019

SECONDARY SCHOOL, COLLEGE OF THE HOLY SPIRIT OF TARLAC

WORK EXPERIENCE:

DAS.CO CAFÉ & DA.SCOOP , DIGITAL MARKETER SEPT 2023 - FEB 2024

- Managing digital marketing campaigns across multiple platforms.
- Planning and implementing digital marketing strategies, as well as tracking lead generation and other performance metrics.
- Increasing a brand's social media presence.
- Identifying trends and aggregating them on the brand's social media page to increase traffic.
- Creating and maintaining a web presence for clients, as well as optimizing landing pages and Google ads.
- Collaboration with internal and external agencies for resources such as design, content, and others.

IQOR, CUSTOMER SALES REPRESENTATIVE APR 2023 - AUG 2023

- Place outbound calls to customers to interact with them and identify their needs or issues
- Follow set communication guidelines in addressing the needs and problems faced by customers
- Build positive work relationship with customers to enhance the image and public perception of a company
- Place outbound calls to customers to promote new products and services
- Oversee the timely management of outgoing calls
- Ensure call records are properly stored and organized in a call center database
- Maintain a courteous and friendly disposition when interacting with customers irrespective of their temperament
- Ensure daily shift call quotas and set targets are achieved
- Upsell products and services to customers when providing telecommunication solutions

PHILHEALTH (GOV'T) INTERN, ENCODER (600HRS)

- answering phone calls, greeting clients
- Encoding contributor's data
- Ensuring that all their inquiries are attended in a timely manner
- Organizing documents and receipts Inventory.
- Contributes to team effort by accomplishing related results as needed.

I hereby certify the abovementioned are true and correct.