

RAFFY N. IBANA



CAREER OBJECTIVE:

Seeking an entry-level position where I can apply my strong analytical skills, problem-solving abilities, and innovative thinking to make meaningful contributions to the team and organization.



CONTACT

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EDUCATION

CAMARINES NORTE STATE COLLEGE
Daet, Camarines Norte, Philippines

Bachelor of Science in Business Administration
Major in Marketing
Jun.2003 - Apr.2008



LANGUAGE

Tagalog ♦ ♦ ♦ ♦ ♦
English ♦ ♦ ♦



SKILLS

Computer Literate ♦ ♦ ♦ ♦ ♦
Communication ♦ ♦ ♦
Graphic Design ♦ ♦ ♦
Customer Service ♦ ♦ ♦



SUMMARY

- Highly organized, and good in written and verbal communication.
- Adaptive and quick to catch on any situation and can handle pressure.
- Dedicated to identifying customer needs and delivering effective solutions to the problems.
- Committed to utilizing my skills to help others, while working towards the mission of a company.
- Work harmonious with team for a great result.



EXPERIENCE

Elite Innovation Solution | Dubai, UAE

CLEANER / COODERNATOR | Oct. 2023 - May 5, 2024

- ♦ Organized and prioritized equipment to complete job request.
- ♦ Conduct a thorough inspection on area before starting the work.
- ♦ Work precise and attention to details.
- ♦ Worked with team in an efficient and convenient to achieve great job.

CARD Bank Inc. | Libmanan, Camarines Sur, Philippines

CUSTOMER SERVICE REPRESENTATIVE / ACCOUNT OFFICER | Feb.2015 - Jul.2019

- ♦ Organized and prioritized work to complete assignments in a timely, efficient manner.
- ♦ Worked in accordance with company values to achieve future goals.
- ♦ Promoted a positive public image for the company and worked to control the dissemination of information.
- ♦ Greet and assist client on their inquiries regarding company's products and services.

House Technologies Industries Pte. Ltd. | Rosario, Cavite, Philippines

PRODUCTION OPERATOR / PRODUCT HANDLING | May.2011 - Oct.2012

- ♦ Organize and checking data of panel board and tiles before starting the work.
- ♦ Reporting damage tiles and panel board to the Team leader.
- ♦ Assist in checking incomplete board panel and tiles.
- ♦ Conduct checking of completed board panels to be check by Quality Checker.

House Research and Development (S) Pte. Ltd. | Rosario, Cavite, Philippines

DATA ENCODER / DATA KEEPER | Oct.2011 - Apr.2012

- ♦ Daily monitor and organize of data plan to be encode.
- ♦ Checking and analyzing the plan received to be encoded.
- ♦ Worked well independently and on a team to solve problems.
- ♦ Prepared the finish encoded data to be submitted to the team leader.

I.P. Bombase Save and Carry Mart | Daet, Camarines Norte, Philippines

SALES REPRESENTATIVE | Dec.2009 - Jan.2011

- ♦ Daily preparation of stocks and inventory.
- ♦ Daily checking and monitoring of products and orders.
- ♦ Assisting customers need and inquiries.
- ♦ Conduct promotion of product and giving out advertisement materials.
- ♦ Conduct a simple survey regarding products for a better sales.

Noellen Computer Works @ Cafe | Daet, Camarines Norte, Philippines

STORE MAINTENANCE / CASHIER | Aug.2008 - Dec.2009

- ♦ Daily sanitation of work place.
- ♦ Daily checking and maintenance of working computers.
- ♦ Assisting customers need and inquiries.
- ♦ Served as a friendly, hardworking, and punctual employee.

Shakey's (Daet Branch) | Daet, Camarines Norte, Philippines

SERVICE CREW / CUSTOMER SERVICE REPRESENTATIVE | Apr.2005 - Dec.2005

- ♦ Served as a friendly, hardworking, and punctual employee.
- ♦ Organized and prioritized work to complete assignments in a timely, efficient manner.