



JERREMY AGUILAR

Career Objective

To pursue a highly rewarding career, seeking for a challenging job and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

Experience

July 2022 - January 2025

Akyasi Service LLC / Agora Org. and Event Management LLC

Yas Mall, Abu Dhabi, UAE

Customer Service Assistant/Porter/Concierge

- Provide hassle free shopping service to the customers.
- Maintaining a friendly and positive demeanor, warmly welcoming guests, assisting with their shopping bags or carts, handling deliveries and fulfilling any other requests they may have.
- Ensure that all shopping carts and bags are correctly delivered to the customer according to company procedures.
- Ability to lift heavy objects, good customer service skills and ability to work quickly.

February 2020 - May 2022

Lacto-B Incorporated (Yakult) | Angeles City, Philippines

Sr. Admin Specialist

- In charge with the schedule of Renewals of Registration & Insurance of company vehicles.
- Responsible to make an assessment if the particular vehicles may be for sale.
- Responsible in monitoring the schedule of maintenance of all company's vehicle such as change oil, tune up and other related matter such as preventive maintenance service.
- Prepare day to day activities of Maintenance staff, Corporate Drivers and Shipping Personnel
- Prepare purchase order of maintenance supplies.
- Conduct inventory of materials and other maintenance supplies.
- Negotiate with the car dealers for the purchase of company vehicles.

June 2019- December 2019

Conduent Business Services Philippines Inc. | Pasay City, Philippines

Customer Care Associate

- Take inbound calls for Medicare members, assist members with ordering correct medications, update member's demographics and credit card information.
- Educate members on next fill dates for medications and inform them about expired prescriptions.
- Takes payments for past due balances and attach credit cards to correct orders.
- Transfer members to a pharmacist for questions regarding medications.
- Help members access online pharmacy accounts.
- Educate members about prescription drug plan coverage.
- Process refunds for members, send invoices for medications.
- Ensure member's medication are delivered to the correct address.
- Transfer members to other department for further assistance.

June 2017 - December 2017

Montalban Concrete & Asphalt Inc. | Montalban Rizal, Philippines

Purchaser/Buyer

- Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
- Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
- Forwards available inventory items by verifying stock; scheduling delivery.

September 2008 - December 2016

Arayat Concrete Sand Inc. | Pampanga, Philippines

Dispatcher/Checker

- In charged in releasing finished product to be delivered to sister companies and other commercial clients.
- Receives daily schedule/requirements of sister companies and other clients and allocate the schedule to truck drivers for delivery.
- Answering calls from clients regarding their inquiries, production information and availability.
- Supervised plant operation in absence of operations supervisor.
- Assist/entertain walk in clients.

Contact

Phone

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Email

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Address

Hamdan St, Abu Dhabi City

Education

2008

Associate in Information Technology

CTC - Central Luzon State University

Skills

- Computer Literate
- Great technical Skills
- Problem solving and good decision making
- Team Player
- Flexible and Initiative
- Negotiable and persuasive

Reference

James Cabral

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Delezia Agabao

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