



Arvin Jener L. Trinidad

Professional Profile

I am a hardworking and fast learner person. I can assure that I am capable of contributing a significant role to any organization based on the experience and knowledge I have gained through all my previous professional duties.

Objective

I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities and knowledge.

Personal Information

Nationality : Filipino
Date of Birth : March 31, 1997
Place of Birth : Quezon City
Age : 27 Years Old
Civil status : Single
Height : 5'5
Weight : 60 Kls.

Contact Information

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Educational Information

Quezon City University (formerly known as Quezon City Polytechnic University)

Bachelor of Science in Information Technology (2013-2013) undergraduate

Key Skill

Customer Service
Communication
Computer skills
Management skills

Working Experience

CARREFOUR HYPERMARKET

2021-Present

Qatar

COORDINATOR (OFFICER)

- Provide customer service support.
- Schedule deliveries and prepare shipping paperwork.
- Track deliveries and notify the customer of any shipment delays through delivery.
- Coordinate and direct the staff for the smooth daily transaction.

CASHIER

- Manage transaction with customer using the point-of-sales system.
- Resolve customer complains and concern.
- Reconciling cash drawer and sales receipts.

KASANDRA'S HOME APPLIANCES TRADING

2020-2021

SALES MARKETING

Gapan City Nueva Ecija

- Performed competitive analyses and adjusted sales and marketing strategies accordingly.
- Analyzed sales and marketing data for improved strategies.
- Coordinated staff sales meetings to discuss developmental strategy, best practices and process improvements.
- Managed sales promotions and marketing strategies on major social media sites.

TRINIDAD ENTERPRISES

2018-2020

ADMIN OFFICER

Gapan City Nueva Ecija

- Established and updated work schedules to account for changing staff levels and expected workloads.
- Interpreted management directives to define and document administrative staff processes.
- Codified office structures and processes to promote teamwork and performance.
- Supported HR functions, including new hire orientation and equipment allocation.

TVENT LOANS CORP.

2016-2018

CI/COLLECTOR

Gapan City Nueva Ecija

- Monitored accounts for compliance with established payment plans and flagged those in violation.
- Used skip tracing and other techniques to locate debtors.
- Negotiated with account holders to devise repayment plans and minimize collections receivables.
- Reviewed accounts for compliance with repayment agreements.