

JONEL C. SOLO JR

Flat 303, Al Hudhaiba Bldg,
Al Satwa, Dubai, UAE
+971565247825
solojonel@yahoo.com



PROFILE STATEMENT

My very aim is to acquired a job in an organization where I can impart my knowledge and interpersonal skills to help the organization in achieving its goals and to develop and enhance my full potentials and credibility to be of public service in relation to my profession.

EXPERIENCE

Falcon Pack, Dubai, UAE

Sales and Branch-In-Chage | Jul 2017 - present

- Supervise the sales team daily performance and target
- Guiding sales representative and ensuring the sales target are being met
- Handling cash, preparing and delivering sales reports and presentations for existing and potential customers
- Analyze growth opportunities by studying market trends
- Create solutions for customers and deliberate their execution

Bindawood Group of Companies, Jeddah, Saudi Arabia

Sales Associate | Dec 2014 - Dec 2016

- Provide customers with information on daily deals and discounts
- Assist the customers in finding their choice of items or escort them to the right shelves
- Stock shelves in accordance to the supermarket's policies and make sure that any out of stock product is informed to the supervisor
- Receive delivery of supermarket merchandise. Attach pricing labels to items

Del Monte Philippines, Rizal, Philippines/ Nestle Corporation, Philippines

Corporate Merchandiser | 2012 - 2014 | 5mos. 2012

- Merchandise the products in various grocery accounts
- Build and maintain relationships with appropriate customers, communicate with them during duty calls and respond to their requests
- Follow the operational standard procedures. Ensure stores set up is correct and the promotional displays are properly executed. The store back stocks are maintained and organized
- Communicate directly with co-workers on issues, openly share ideas and encourage performance in others

Budget Lane/Jollibee

Sales Clerk | Service Crew 2011 – 2012 | 1 & 1/2 yrs/6mos.

- Take orders from customers and present them as requested
- Process bills for customers and pack foods ordered by customers
- Help with outdoor delivery or with food preparation
- Get tables cleaned once the customer is done with their dining
- Provide the customer information with their queries

Capital of Antipolo Rizal (MIS Dept), Rizal, Philippines

OJT as Technical Support (Hardware) | 2010 (540 hrs)

- Installing and configuring computer hardware operating systems and applications
- Monitoring and maintaining computer systems and networks
- Talking to staff to help set up systems or resolve issues
- Troubleshooting system and network problems and diagnosing and solving hardware faults
- Providing electrical safety checks on computer equipment

EDUCATION

University of Rizal System of Binangonan Rizal

2006 – 2010 | BSIT/Computer System Technology (Hardware)

COMPETENCIES

- Language Skills: Fluent in Arabic and English
- Initiative: Self-starter, gets involved quickly, takes on difficult tasks with positivity.
- Energy: Maintains high productivity level.
- Stress Tolerance: Maintains stable and professional performance under pressure.
- Detail: Strives to understand the details.
- Communication: Presents ideas effectively, actively listens and works across functional boundaries with the ability to effectively communicate with co-workers.
- Teamwork: Can work efficiently in a group or alone.

REFERENCE

Available upon request.