

Bautista, Joshua G.

1120 Building 2 Urban Deca Homes Tondo Manila

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Objectives

Seeking a position that will utilize my fullest potential that will give opportunities to enhance my personality career growth and give benefits and salaries that will be commensurate with my abilities and qualification.

Work Experience

Eviden- Senior Processor (AJG)

Science Hub 3, McKinley Hill, Taguig City

August 2024-March 2025

- Process Analyst
- Auditing (Correcting the discrepancies)
- Encoding information
- Submitting the completed insurance to the Delivery team
- Updating excels sheets

Evolve Your Success- EYS (Linked-In Lead)

United States- Remote Job

January 2024-June 2024

- Lead Generations
- Sales Marketing
- Communicating with cold and warm leads
- Engaging with Medical Influencer
- Checking emails for booked/ scheduled calls
- Updating CRM

Fortune Defense Security Agency (Financial Manager)

Ri-rance II, Parañaque City - Part Time

December 2023-May 2024

- Pivot
- Liquidation Report
- Payroll
- Email the financial report/ receipts to the client
- Present the monthly budget to the Investors
- Update 201 Files of the Security Personnel

CONCENTRIX (Back Office)
Sparks Cubao, Quezon City - Pearson

June 2023-November 2023

- Answers inquiries through email from the author/professor
- Emailing the different carrier for the destination point
- Updates and configures orders if cancelled or delayed.
- Process the request for tangible and intangible publishing books.
- Shipping the physical books with airway bill or delivery notes
- Tracking the status of the request product
- Cancelling the order request from the warehouse

24-7 INTOUCHCX (Customer Service Representative)
Katipunan, Quezon City- Netflix Seasonal Account

March 2023-June 2023

- Answers inquiries through phone call
- Chat support representative
- Sending emails for the future self-service support option
- Informing the customer regarding the new application updates
- Walkthrough the customer for any technical issue •
- Process payments through PayPal, Debit and Credit Card
- Checks Prepaid data of the customer.

DON TINO REALTY & DEV'T CORP (Accounting Intern)
45 Hereford St. Project 8, Quezon City- Real State

October 2023-December 2023

- Payroll Disbursement
- Liquidating the expenses and of the company's transactions
- Liaison Officer
- Bookkeeping
- Treasury associate assistant

CONCENTRIX (Technical Support 2)
Eton Centris, Quezon City- Dish TV Cable Provider

September 2021-February 2023

- Phone Support
- Accessing their television to repair the issue.
- Collection Specialist
- Setting appointments for the technician visit
- Schedules installation appointments through technician
- Checks if there are any upcoming visits by the physical technician.
- Tagging of equipment issues
- Checks if subscribers have no signal on their location and if there is an alarm in their area.
- Promoting the insurance protection of the product
- Hard Selling for the new portable product

SUNLIFE (Financial Advisor)
Sun Life Centre, Taguig City

September 2021-January 2024

- Sale
- Conduct Seminar for the employees, students, and young professionals
- Financial Planning and life coach
- Canva, Photoshop and video for business promotion

CAGELCO 1 ELECTRIC COOPERATIVE (Intern)
Solana, Cagayan

April 2019- May 2019

- Gathering of client information using MS Excel
- Site monitoring

Educational Background

Tertiary
20019-2024

Bachelor of Science in Accountancy
The University of Manila (Graduate)
Sampaloc, Manila City

Secondary
2016-2019

University of St Louis
Tuguegarao City, Cagayan

2013-2016

Delfin Albano High School
Cabagan, Isabela

Primary
2007-2013

Mozzozzin Elementary School
Sta. Maria, Isabela

Seminars Attended

Sunlife License Seminar
Bonifacio Global City. Taguig City
September 21, 2021

Sunlife Kick Off
Virtual Seminar
Monthly

Association in Active and Leading Youth

Sta. Maria Gymnasium

Sta. Maria Isabela

March 26, 2022

Character References

Name : Joshua Villarin
Phone No. : 09183440909
Position : Team Lead
Company : Concentrix

Name : Stephen Alcadeza
Phone No. : 09277780521
Position : Director
Company : EYS

Name : Cherry Mendoza
Phone No. : 09178657216
Position : Manager
Company : Sunlife

I certify that the above information is true and correct to the best of my ability.


Joshua G. Bautista

