



JP EDROSOLO ALOP

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Al Satwa, Dubai, U.A.E.

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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization. I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities. I want to excel in this field with hard work, perseverance and dedication.

LICENSE & ACCREDITATION

Basic Life Support (BLS)
First Aid Training

EDUCATION

Tertiary | 2023 - 2024
Certified Professional Caregiver
FILIPINO INSTITUTE
Al Rigga Campus, Dubai, U.A.E.

Tertiary | 2009 – 2013
Associate in Business Administration
RAMON MAGSAYSAY
TECHNOLOGICAL UNIVERSITY
Masinloc, Zambales Philippines

PERSONAL INFORMATION

Nationality : Filipino
Date of Birth : April 26, 1989
Marital Status : Single
Religion : Roman Catholic
Languages : English and Filipino

SPECIAL SKILLS

- Time management
- Creativity
- Communication
- Leadership
- Attention to details
- International skill
- Adaptability
- Problem solving
- Work ethic
- Teamwork

WORK EXPERIENCES

Warehouse Checker

BRAND FOR LESS

Jebel Ali Dubai, U.A.E.

2019 up to Present

- Adequate knowledge of warehouse data system
- Ability to lift or move heavy products
- Check the quantity and quality of the items
- Fixed and pallet all the items / Capability to use Pallet Jack
- Barcoding / Checking / Scanned the items
- Receiving container pallets in logistics area
- Inspect inventory for defects or damages and documents any instances

Promo Coordinator

MAGGI / MERCURY DRUGSTORE

NESTLE PHILIPPINES

Makati City, Philippines

2016 – 2018

- Answer telephones and respond to inquiries from clients and participants
- Create, compile and export databases containing all information for each event
- Plan convention center events
- Create budgets for events and allocate funds accordingly
- Take reservations for booths and speaking engagements
- Process end-of-day reports
- Process and file invoices from vendors
- Inspect public areas prior to events and direct the custodial staff
- Promote brand image and awareness through social media
- Form contacts with local media outlets, both online and off
- Answer potential clients' questions about facility and amenities
- Maintain and evaluate audiovisual equipment

Telemarketing

METROBANK CARD CORP.

Pasay City, Philippines

2014 – 2016

- Make outbound customer calls to promote and sell a product or service
- Create, maintain and update database of customers with complete information and emails
- Respond to customer inquiries and resolve
- Refer customers' needs or inquiries to appropriate departments like sales, marketing, administrative or other departments
- Assist and support sales, marketing or other departments in handling customer requests and needs
- Record outbound call history and customers response in detail

Office Staff Peso Office

MUNICIPAL OF MASINLOC

Masinloc, Zambales, Philippines

2009 – 2013

- Answers telephones, routes calls, takes messages, and provides general information; greets and directs visitors; answers routine inquiries; maintains log of inquiries as required
- Performs a variety of routine assignments as appropriate to the position; may operate a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails form letters
- Establishes, maintains, processes, and/or updates files, records, and/or other documents
- Coordinate with other departments to ensure compliance with established policies
- Resolve office-related malfunctions and respond to requests or issues
- Maintain trusting relationships with suppliers, customers and colleagues