

VIVENCIO BAJAS GRAVILLO JR.
204 M.R.R. STREET MANGGAHAN
PASIG CITY
Contact No. 09196074549
+966561504378
jo2gravillo@aol.com



Date of Birth	June 11, 1978
Place of Birth	Basey, Samar
Sex	Male
Citizenship	Filipino
Civil Status	Single
Religion	Catholic
Language to be Spoken	English, Filipino and Arabic

CAREER OBJECTIVE

To be able to utilize my abilities developed through my education and experiences and contribute these for the company's success.
Strong analytical and planning skills, combined with the ability to coordinate the efforts of many to meet organizational goals.
Productive and efficient work habits without supervision. Self motivator with high energy.

WORK EXPERIENCE

Best Trading Company (Best Rent a Car)

Al-Qhadeer corner Olaya St.

P.O.Box 40280, Riyadh KSA 11499

Customer Service Representative

Making daily sales report

Insurance for Accident and workshop cars

May 11 2014 – June 09, 2017

Al-Rajhi Supermarket & Bakery

Sulaimania Riyadh, Saudi Arabia

Cashier and Sales Supervisor

March 10, 2012 – April 15, 2013

Acquire East-Asia Call Center

March 15, 2011- March 2, 2012

6th Floor Dell Bldg. 1800 Eastwood Road

Eastwood City Brgy Bagumbayan Q.C. Philippines

Sales Representative and Customer Service

Supervisor

Telco Account Australia

**Allez Business Process Outsourcing
Call Center**

March 2008- Mar 10, 2011

35th Floor Antel Global Building

Julia Vargas Street Ortigas Center Pasig City,

Customer Service Representative & Collection

U.S. Account and HSBC Singapore
Offering Credit Cards, Personal Installment Loan
Personal Line of Credit (HSBC BANK)

J.C. SPICE CORP. INC.,

Mar 2005- Apr 2008

Ortigas Center Pasig City

-Distributor, Trainer and Speaker (Leverage Marketing). Marketing Consultant.

-Developed a complete marketing program where none previously existed.

-Sell Products, Train and Manage other sales persons.

-Serving as product specialist.

-National Trainer, Supervisor and Franchising Consultant.

EDUCATION
COLLEGE

Bachelor of Science in Computer Science
Systems Technology Institute
Marikina City, Philippines
AY- 1996-2000 (Under Graduate)

Vocational

Food and Beverage Services National Certificate III
Restaurant and Coffee Shop- TESDA
(BARISTA)
Trilink Training Development Corporation
Don Mariano Sub. Cainta Rizal.
July 8-26, 2013

Finishing Course of Call Center
I Learn Center
Corner Anonas and Aurora Blvd Quezon City,
Philippines
October 16- November 14, 2008

High School

Basey National High School
Basey, Samar, Philippines
AY -1991-1995

Elementary

Basey 1 Central Elementary School
Basey, Samar, Philippines
AY -1985-1991

COMPUTER SKILLS

MS WORD, MS EXCEL, MS POWER POINT

OTHER SKILLS

Sales and Marketing Trainer
And Public Speaker.

