



ARJUN MANZANO

My Contact

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📍 Zone-3 Patag, Cagayan de Oro City

Hard Skill

- Technical Skills
- Computer Skills
- Management Skills
- Leadership Skills

Soft Skill

- Adaptability
- Emotional Intelligence
- Customer Service
- Scheduling Skills
- Time Management Skills

Education Background

- **University of Northwestern Mindanao**
BS Hospitality Management | Cum Laude
Supreme Student Council Administrator
Completed in 2020
- **St. Michael's High School**
Supreme Student Council Vice President
Completed in 2016

Workshops and Trainings

Northern Mindanao Caravan and Regional Election 2020

"Empowering Students through Innovations and Entrepreneurship: Turning Challenges into Opportunities" Seminar

VA BOOT Camp | Outsource Acces

About Me

Has the capacity to demonstrate and impart knowledge and abilities, can function with little supervision, is committed to lifelong learning and progress, and speaks and writes English easily. I have faith in my capacity to generate creative ideas. I am a passionate, goal-oriented individual who understands the value of time and deadlines in the job.

Work Experience

Executive Virtual Assistant | LeaderPass

June 2020 – January 2021

Key responsibilities:

- Analyze financial data from the past and present
- Review recent financial performance to spot trends.
- Prepare reports based on the facts mentioned above and share the key findings with the larger business.
- Consult the management team and help them in planning long-term business strategies.
- Responsible for sending emails to potential customers.
- Sending emails to potential customers and arranging schedules for executive meetings.
- Making travel arrangements

Outbound Customer Service Representative | Concentrix

March 2021 – June 2021

Key responsibilities:

- Contacts customers who have questions or complaints about their accounts, shopping experience, or use of products

Virtual Assistant | Outsource Access

June 2021 – Present

Key responsibilities:

- Carry out administrative and technical tasks requested by my client.
- Responsible for customer relationship management, project management, social media management and data entry.

Room Attendance & Assistant Desk Clerk | GV Hotel

Key responsibilities:

- Responsible for checking hotel guests in and out of their rooms
- Answering phone calls and other queries

Achievements

- Created a management team for the evening that was quite effective in anticipating the needs of the guests
- Mental Health 2018 Grand Ambassador for **Speak Up**