

Jeffrey Mira Capito

Just call me "DEMI"

PROFILE

I'm a nice fund and friendly person, I'm honest and punctual, I work well in a team but also on my own as i like to set myself goals which i will achieve. I have good listening and communications skills. I have a creative mind and I'm always up for new challenges. I am well organized and always plan ahead to make sure I manage my time well.

WORK EXPERIENCES

Welmac Dialysis Center

February 2024–July 2024

Admin–Marketing
(Healthcare Account)

- All activities a company does to promote and sell products or services to consumers.

ALORICA PHILIPPINES

April 2023–February 2024

Technical Support Agent
(LG Account)

- Respond to customer inquiries and provide technical support via phone, email, and chat in a timely and professional manner.
- Troubleshoot technical issues reported by customers and work towards a timely resolution, escalating complex issues to the appropriate team or departments when necessary.
- Research, diagnose, document, and resolve technical issues related to software and hardware problems.

SITEL PHILIPPINES

May 2021–March 2023

Customer–Tech support Agent
(Telco Account)

- Receive and respond to customer inquiries through phone, email, or other communication channels.
- Provide accurate and relevant information to customers regarding medical products, services, billing, and technical support.

BLUE LOGIC SOLUTIONS

May 2017–April 2021

Sale's Representative
(Financial – Healthcare Account)

- Managing all B2B selling operations and activities within a particular territory or zone or industry
- Planning and executing cold outreach in the form of emails and calls to attract new leads
- Reaching out to prospects through calls or emails to assess their needs
- Sales Representative sells products or services to other businesses.

CONTACT



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EDUCATION

ACTEC UNIVERSITY

Bachelor of Science in
Tourism Management
2017–2019

SKILLS

Marketing
Editing
Excel
Branding