

ARMANDO B. DEOCAMPO III

armando.deocampoiii@gmail.com

+63 948 374 1461

General Santos City, Philippines

PROFESSIONAL SUMMARY

Motivated and detail-oriented professional with experience in customer service, sales support, and inventory management. Skilled in client communication, administrative support, organization, and multitasking in fast-paced environments. Proven ability to maintain professionalism, manage responsibilities efficiently, and support team operations. Eager to contribute strong communication and organizational skills in a remote work environment.

SKILLS

- Customer Service & Client Support
- Time Management & Multitasking
- Administrative support
- Email Handling, Data Entry & Documentation
- Time Management & Multitasking
- Good Communication Skills (English)
- Inventory, Stock Monitoring & Organization
- Problem Solving & Communication

TOOLS & TECHNOLOGY

- Microsoft Word & Excel
- Google Docs & Google Sheets
- Canva, Trello
- Hubspot, Figma
- ChatGPT (for productivity and task support)

WORK EXPERIENCE

Sales Associate / Financing Consultant

Billease | Philippines 2024 – Present

- Assisted customers with financing applications and payment concerns professionally
- Maintained accurate customer information and documentation
- Supported daily sales operations and achieved performance targets
- Handled customer inquiries and resolved concerns efficiently

Factory Worker – Denso Philippines

Philippines 2022- 2023

- Ensured accuracy and quality in assigned tasks
- Followed strict procedures and deadlines
- Demonstrated discipline, focus, and teamwork

Stockman / Inventory Assistant

VonDutch Boutique | Philippines 2023 – 2024

- Managed inventory organization and stock monitoring
- Assisted with delivery updates and product documentation
- Identified damaged items and ensured inventory accuracy
- Maintained organized stock records and supported store operations

EDUCATION

Bachelor of Science in Business Administration

Major in Financial Management (*Second Year Level*)

Gensantos Foundation College

CERTIFICATIONS & TRAINING

- Virtual Assistant Training
- CRM & Email Automation Basics
- Administrative Support Training

ADDITIONAL INFORMATION

- Willing to work remotely and flexible schedules
- Fast learner with strong attention to detail
- Reliable internet connection and computer setup available