



# ARJAY CRESPO

Sales Rep-Admin

## About Me

I have been in the BPO industry for 12 years as a Customer service, Billing ,Sales, Chat support and Email support the line of business I supported were IT industry, Travel ,Healthcare, Digital Advertising, SAAS , Financial, Real Estate, Beauty and Skin Care and 2 Years as a Freelancer



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Famille Village Binan  
Laguna Philippines

## Language

- English
- Tagalog

## Expertise

- Price and Negotiation, Cold Calling, Deal Closing
- Calendar and Email management
- Appointment setting and Data entry
- Basic Image and Video Editing
- Social Media Management ,Community Engagement ,Fb Ads

## Experience

Cold Calling-Marijuana company and Lead Generation

Oct 17 2021- Nov 29 2021 -90 Hours

Job Description :

Make outbound calls to retail stores get the purchasing managers name and contact information and extracting required information and entering to Google Docs

Sales Virtual Assistant

Nov 11 2021- Jan 12 2022 155 hours

Job Description :

Independent Leads and Contact, make cold calls to generate leads from an online directory, conduct online research to find address and contact details and provide weekly report

Sales Account Executive

Jan 3 2022 - May 5 2023 -860 hours

Job Description :

Make outbound calls, Customer relation management ,manage email and live chat and close deal via email phone and chat and provide weekly sales report

Alibaba account Business Development Manager Jun 20- July 29 2023 857 hours

Job Description :

Conduct market research to generate new business opportunity, Customer relation management, respond to customer inquiries via email and chat convert inquiries into a paid customer send quotation and order processing, provide weekly sales report

## Education

Jonh B Lacson Colleges foundation

Bachelor of Science and Marine Transportation  
2001 - 2003

Feedback and Ratings can be provided if needed