



# MELCHOR JHON FERRER

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Working in the professional and corporate Industry I learned and gained skills, provide various solutions. I handled the supplies inventory also became a customer service where I gain confidence in building relations with customers, providing accurate data and resolved problems in my 2 years working at a transport and forwarding service company.

I'm not just a hardworking person but a well working one. I also experienced to become a working student where I learned to manage time and priorities.

## EDUCATION

### **BA major in Marketing Management**

*University of Pangasinan*  
2017-2021

*Dagupan City, Pangasinan*

### **BS Information Technology (Undergraduate)**

*Universidad de Dagupan*  
2013-2016

*Dagupan City, Pangasinan*

## CHARACTER REFERENCES

### **Jenny Lyn Suasi**

*Team Leader | Concentrix*

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jennylyn.suasi@concentrix.com

### **Alvin Urmaza**

*Manager | Speed Express Transport Service Inc.*

+639281472966

alvinurmaza1996@gmail.com

## WORK EXPERIENCE

### **Strata Manager Assistant**

Strata Staff

September 2024 - Present

- Working virtually with a Australian clients where I became their support for overseeing day-to-day task operations for strata scheme or property management. Providing administrative support such as preparing meeting minutes and reports, email management, updating complex insurance and other compliance. I also act as a point of contact between residents, owners and contractors. help address inquiries, relay messages, and handle concerns.

### **Technical Support I**

Concentrix

September 2023 - February 2024

- As a Technical Support, I handle a taxation and accounting software (Intuit QuickBooks). It is a US based account where we cater concerns regarding with their taxes, computations of payroll, bonuses and other account related issues.

### **Administrator & CSR (Logistics)**

Speed Express Transport (J&T Express)

December 2021 - September 2023

- In charge in assuring that the business runs smooth and well. Inventory, providing accurate data and became a customer service representative resolving concerns through personal, phone calls and websites. I became versatile in the work environment accepting every task they throw and providing results.