



**CARLO
CAJES**
VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Web Development
- Graphic Design

TOOLS

GHL / Astroblaster
Salesforce
Microsoft Office & Google Suite
Adobe Photoshop / Canva
Shopify
Hmtl / Css / Javascript

PERSONAL PROFILE

A **Senior Sales Representative** with 5 years experience in building strong client relationships and closing deals. A highly skilled and dependable tech enthusiast with a strong aptitude for problem-solving, excelling in both teamwork and independent tasks.

WORK EXPERIENCE

SENIOR SALES REPRESENTATIVE

KMV BPO | 2023 - 2024

- Built and maintained structured client relationships, ensuring efficient communication and long-term engagement.
- Analyzed lead data to refine qualification criteria and improve decision-making strategies.
- Delivered clear, value-driven presentations, translating complex offerings into actionable solutions.

SENIOR SALES REPRESENTATIVE

TaskPro | 2022 - 2023

- Managed client relationships with a focus on organization, consistency, and long-term value.
- Evaluated lead data to identify patterns and optimize sales strategies.
- Presented complex solutions in a clear, structured manner to drive decision-making.

FINANCE MANAGER

Informa Global | 2020 - 2022

- Developed structured financial tracking systems to ensure accuracy and efficiency in data management.
- Automated and optimized workflows for transactions, invoicing, and payroll processing.
- Analyzed financial data to generate reports

EDUCATION HISTORY

Asian College of Technology

- Bachelor of Science in Information Technology, 2015