KARL JOHN NAVARES

ABOUT ME

Results-driven professional with experience in customer service, accounting, financial advisory, loan processing, and administrative support. Skilled in client relations, financial document review, data validation, and problem-solving. Adept at delivering excellent customer service, managing financial transactions, and supporting organizational operations. Committed to helping clients achieve their goals while contributing to business growth and success.

EDUCATION

University of San Jose-Recoletos 2015 - 2018

BSBA- Major in Financial Management

Immaculate Heart of Mary Academy 2011- 2015

High School / Secondary Education

WORK EXPERIENCE

Honda Cars Gateway Talisay 2025 - 2026

Sales Consultant

- Finding and assisting potential car buyers
- Conducting vehicle presentations and test drives
- Processing auto loan applications and financing options
- Building customer relationships and after-sales support
- Creating leads through Facebook, TikTok, referrals, and field activities
- Coordinating with banks and insurance partners for vehicle releases

Global Dominion Financing Inc. 2022 - 2025

Loan Associate

- Processed and released loan applications for clients.
- Managed branch cash funds.
- Assisted customers with loan inquiries and account concerns.
- Maintained accurate financial records and ensured compliance with company policies.

BK Virtual Assistance & Services 2024

Administrative Support

- Performed administrative support functions
- Optimized data validation and categorization workflows.
- Maintained accurate records and organized business data.
- Assisted in improving operational efficiency through process management.

Honda Cars Gateway Talisay 2025 - 2026

Meta Ads Manager

- Built, launched, and optimized Meta Ads campaigns to generate qualified leads, increase vehicle inquiries
- Created and scheduled engaging content across Facebook, Instagram, and other platforms to promote
- convert social media leads into vehicle sales.

SKILLS

- Project Management
- lead generation
- Teamwork
- Time Management
- Leadership
- Critical Thinking
- Digital Marketing
- Social Media Advertising

LANGUAGES

- English – Professional Working Proficiency (Written and Spoken)
- Filipino/Tagalog – Native Proficiency
- Cebuano/Bisaya – Native Proficiency