

# Aleck Vixen O. Ramos



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055 7708 423

## Objective:

To obtain employment with a company that offers a positive atmosphere, to learn and implement new skills and technologies for the betterment of the organization and to enhance my educational and professional skills in a stable and dynamic workplace with opportunities of long-term and career growth.

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## Skills and Competencies

- Administrative and Clerical skills
- Proficient in word processing, spreadsheets ( Microsoft Excel, Microsoft Word, Power point ) and internet research;
- Can speak, write and read in English;
- Possesses time-management, teamwork and service-oriented skills;
- Adaptable, resourceful and well organized;
- Can work under pressure and willing to work on extended hours;
- Enthusiastic, self-motivated, reliable, responsible and hard-working.

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## Work Experience

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### First International Specialized Vehicles Trading LLC

Sales Coordinator

May 22, 2019 - July 2 2019, Sharjah, United Arab Emirates

- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information
- Preparing Sales Quotations
- Respond to customer inquiries, complaints and give after-sales support when requested
- Handling the processing of all orders with accuracy and timeliness
- Assist in the preparation and organizing of promotional material or events
- Cold-calling prospective customers and follow-ups
- Preparing monthly sales report

### Charter Ping An Insurance Corporation - AXA

Dealer Coordinator

July 15, 2018 - December 19, 2018, Baguio City, Philippines

- Responsible for providing all dealers functions such as Productions, Claims, Statement of Account both receivable and payments
- Prepares monthly documentation and reports
- Issue monthly statement of accounts to Dealer
- Issue and deliver insurance policies to Dealer

- Assist client and dealer concerns regarding insurance policies, claims and other accounting matters

### **Department of Health Cordillera Administrative Regional Office - ( Planning Department )**

Administrative Aide IV

June 16, 2017- December 31, 2017, Baguio City, Philippines

- Drafts and finalizes communications
- Receives, logs and releases incoming and outgoing communications
- Enters and receives documents in the Document Tracking Information System
- Assist and refers clients to proper person/office for their query
- Files and retrieves documents and records
- Sends communication through email or fax
- Assist in clerical functions of other clusters
- Performs other related functions as deemed necessary

### **Baguio Central University ( College of Liberal Arts )**

Secretary to the Dean

January 8, 2017 - June 8 2017, Baguio City, Philippines

- Provides staff and office support for the Dean and handling telephone communications
- Serves as a primary point of contact between the office, students, and other external constituents on a range of day-to-day issues
- Updates data to maintain departmental records and databases
- Establishes and maintains files and records for the office
- Coordinates and oversees management of supplies, equipment, and facilities for the office

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## **Training Experience** ( On Job Training )

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### **University of the Cordilleras** **( College of Business Administration Office )**

August 30, 2016 - November 29, 2016, Baguio City, Philippines

- Sorting and filing office documents
  - Assisting co-students and office staff
  - Encoding data information
  - Monitoring student records
  - Administers student activities and examinations
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## **Educational Background**

University of the Cordilleras

Governor Pack Road, Baguio City, Philippines

**June 2013 – December 2016**

**Bachelor of Science in Business Administration Major in Marketing Management**

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**Personal Details**

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Nationality : Filipino  
Civil Status : Single  
Birthdate : March 4, 1997  
Visa Status : Visit Visa

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**Character References****Dr. Rhodora A. Ngolob**

VP for Academic Affairs  
University of the Cordilleras  
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**Cheryl Moana Mendoza**

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*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

**Aleck Vixen Ortiz Ramos**

Applicant