**RAMON**

**RAMON.364495@2freemail.com**

**POSITION DESIRED:** Any position that suits my work experiences. (Open for Interview)

**OBJECTIVE:**

To acquire the available position where my knowledge, skills and capabilities can mostly be utilized and advanced to contribute to the achievement of your company’s goals and visions.

**PROFESSIONAL STRENGTHS:**

* Possesses excellent verbal and written communication skills
* Knowledge of basic operating systems like Microsoft Word, Excel, PowerPoint and the internet
* Ability to supervise, monitor a team, to maintain and build good relationship with clients
* Ability to work under pressure and in high paced working environment
* Relate well with people from a variety of cultures

**WORK EXPERIENCE:**

**LG Jumbo Electronics – Doha Qatar Sales Representative**

 **Sept. 2014 to Jan 2016**

*Responsibilities:*

* Helping and communicate from the customers in what they need
* Prepare the items for the customers.
* Stay focused on the item to that we sell.
* Stay informed of store policies, procedures.
* Responsible for ensuring store appearance is clean and presentable at all times.

**SuperL Philippines, Inc. - Pampanga, Philippines Line Leader of Hardware/Embossing**

 **November 2012 to March 2014**

*Responsibilities:*

* To conduct inspection and test per control plan, work instruction and procedures.
* Train Line Workers on the procedure to assemble products per assigned role for the day/week.
* Ensure all employees abide by the safety regulations
* Perform quality checks of the line
* Perform other duties as needed or assigned

**IQor Philippines – CSEZ Pampanga, Philippines Customer Service Representative**

 **October 2011 to March 2012**

*Responsibilities:*

* Obtains client information by answering telephone calls, interviewing clients and verifying information.
* Determines eligibility by comparing client information to requirements.
* Obtains client information by answering telephone calls, interviewing clients, verifying information.
* Establishes policies by entering client information and confirming pricing.
* Informs clients by explaining procedures, answering questions and providing information.
* Maintains communication equipment by reporting problems

**Sutherland Global Services Clark Economic Zone Customer Service Representative**

**Pampanga, Philippines June 2011 to Sept. 2011**

*Responsibilities:*

* Responsible for inbound call
* Responsible in answering all guest inquiries and questions
* Collect accurate information from customers essential in purchasing online
* Secure customers private information specially bank accounts
* Process ordering of products and making sure that product will be received by customer in the most convenient way they could
* Process online payment

**Jcamilo’s Catering Events and Services**

*Responsibilities:*

* research venues, suppliers and contractors, and then negotiate prices and hire.
* oversee the dismantling and removal of the event and clear the venue efficiently.
* manage a team of staff, giving full briefings.
* produce detailed proposals for events (for example, timelines, venues, suppliers, legal obligations, staffing and budgets.

**EDUCATION:**

**Holy Angel University Bachelor of Science Major in Civil Engineering**

Angeles City Philippines S/Y: 2010 – 2012

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