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| **Aleck**    **ㅡ**  **Skills and Competencies**  **ㅡ**  **Work Experience** | horizontal line  Email: [aleck-394734@2freemail.com](mailto:aleck-394734@2freemail.com)  **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.  horizontal line   * 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.   horizontal line  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   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 |

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| **ㅡ**  **Training Experience**  ( On Job Training )  **ㅡ**  **Educational Background** | * Assist client and dealer concerns regarding insurance policies, claims and other accounting matters   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   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   horizontal line  **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   horizontal line  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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| **ㅡ**  **Personal Details**  **ㅡ** | horizontal line  Nationality : Filipino Civil Status : Single  Birthdate : March 4, 1997 Visa Status : Visit Visa  horizontal line |

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

**Aleck**

Applicant