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| **Aleck** **ㅡ****Skills and Competencies****ㅡ****Work Experience** | horizontal lineEmail: 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 lineSales CoordinatorMay 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 CoordinatorJuly 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 IVJune 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 DeanJanuary 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 lineUniversity of the CordillerasGovernor 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 lineNationality : Filipino Civil Status : SingleBirthdate : March 4, 1997 Visa Status : Visit Visahorizontal line |

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

**Aleck**

Applicant