# RAMSEN



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**CAREER OBJECTIVE**

I want to succeed in a stimulating and challenging environment, maximizing my management skills, quality assurance, program development, training experience and building the success of the company while I experience advancement opportunities.

**WORK EXPERIENCES**

**August 2017 – February 2018 Legacy Smart Employment Services (Dunia Finance LLC)**

Dubai, UAE

* **Relationship Officer**
* Acquiring and assisting customers who want to apply for personal and auto loans, corporate and high yield deposits and labor guarantee.

**April 2015 – March 2017** **Telco Services Australia**

 24th Floor PhilamLife Tower, Paseo De Roxas, Makati City

* **Order Management, Sales and Customer Relations Officer**
* Sales verifier.
* Calling out existing and potential customers to sell mobile and bundle plans depending on their needs.
* Provides resolution to business customers on different queries regarding their postpaid accounts.

**November 2012 – May 2015 Luen Thai Int’l Group Phils.Inc.**

Clark Freeport Zone, Pampanga

* **Logistics and Export Officer**
* Provides accurate initial booking, final booking and shipping documents to the nominated forwarders prior to the turn-over of export goods.
* **Procurement Officer**
* Maintain accurate records of purchases and pricing.
* Create and maintain good relationships with vendors/suppliers.
* Making professional decisions in a fast-paced environment.
* Maintain records of purchases, pricing, and other important data.
* Review and analyze all vendors/suppliers, supply, and price options.
* Develops plans for purchasing equipment, services and supplies.
* Negotiate the best deal for pricing and supply contracts.
* Ensure that the products and supplies are high quality.
* Create and maintain inventory of all incoming and current supplies.
* Maintain and update list of suppliers and their qualifications, delivery times, and potential future development.
* Working with team members and Procurement Manager to complete duties as needed.

**June 2011 – June 2012 TeleTech Customer Care Management Phils.,Inc.**

Bldg. 4 SM City Pampanga Lagundi, Mexico Pampanga

* **Back Of House Officer and Technical Care Representative.**
* Provides support to our front of house (FOH) consultants by reprocessing orders where it has encountered system errors (Telstra).
* Provides resolutions and troubleshooting to customers regarding their faulty handsets. (T-Mobile).

**November 2010 – March 2011 Student Trainee**

 **Philippine Health Insurance Corporation**

Dolores, City of San Fernando, Pampanga

**EDUCATIONAL BACKGROUND**

Tertiary Level University of the Assumption City of San Fernando, Pampanga

Course Bachelor of Science in Business Administration Major in Operations Management

2007-2011

 Secondary Level Saint Joseph’s Academy

 San Antonio Mexico, Pampanga

 2003-2007

# SEMINARS ATTENDED

* Coping Mechanisms in a New Environment

 University of the Assumption

August 2007

* Business Convention ’09

 Entrepinoy: Facing the risk, Conquering the challenges

 University of the Assumption Msgr. Serrano Auditorium

 March 2009

* SAP Business One

 University of the Assumption

 October 2010

**SKILLS**

* Computer literate
* Proficient in English
* Driving

# PERSONAL INFORMATION

Age: 27 years old

Date of Birth: October 20, 1990

Civil Status: Single

Nationality: Filipino

Language/ Dialect Spoken: English, Tagalog, Kapampangan

# Character reference is available upon request.

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