



KRISTELLE V. RAMIREZ

#115 Brgy. Tulnac Pozorrubio, Pangasinan, Philippines

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PERSONAL DATA

NAME : **KRISTELLE V. RAMIREZ**

POSITION : **OPERATIONS COORDINATOR**

DATE OF BIRTH : **APRIL 17, 1989**

NATIONALITY : **FILIPINO**

LANGUAGE SPOKEN / WRITTEN : **ENGLISH, TAGALOG**

CARREER OBJECTIVE

- To secure a long-term career in a globally competitive business organization that offers opportunities for advancement related to any field that I can integrate my knowledge and experience.

WORK EXPERIENCE

COMPANY : HAWARD TECHNOLOGY MIDDLE EAST
Abu Dhabi and Ajman, United Arab Emirates

POSITION : Operations Coordinator

DATE : April 20, 2018 – October 20, 2019

DUTIES & RESPONSIBILITIES

- Organize, coordinate, prepare and budget for the course materials, facilities and equipment.

- Assist and monitor the trainer during and after the training course.
- Book flights, hotel accomodation of the course trainer and prepare their course allowance in weekly basis.
- Preparing Daily, Weekly and Monthly report of all the training courses that successfully done and propose to the management any idea to improve the training courses.
- Supervise all preparations for the courses.
- Ensure that registered participants are appropriate to attend the course.
- Recognize any problem in the classroom and address them in a timely and appropriate manner.
- Ensure that all participants/students completed the course evaluation form upon completion of the course.

COMPANY : HAWARD TECHNOLOGY MIDDLE EAST
Abu Dhabi and Ajman, United Arab Emirates

POSITION : TELEMARKETER / COURSE Coordinator

DATE : May 14, 2017 – March 20, 2018

DUTIES & RESPONSIBILITIES

- Organize, coordinate, prepare and budget for the course materials, facilities and equipment.
- Assist the trainer and participants in all they need during and after the training course.
- Preparing Daily, Weekly and Monthly report of all the training courses that successfully done and propose to the management any idea to improve the training courses.
- Supervise all preparations for the courses.
- Ensure that registered participants are appropriate to attend the course.
- Recognize any problem in the classroom and address them in a timely and appropriate manner.
- Ensure that all participants/students completed the course evaluation form upon completion of the course.

COMPANY : GO COLORS GARMENT TRADING INC.
Abu Dhabi mall, Abu Dhabi

POSITION : SALES ASSOCIATE

DATE : June 2015 – January 2017

DUTIES & RESPONSIBILITIES

- Assist customers in all area and needs
- Operated POS cash registrar
- Arranged and filed invoices and payment vouchers
- Responsible in merchandising and cleanliness of the kiosk
- Established inventories every week and ensure enough stocks are in place
- Maintained Daily and Monthly reports
- Responsible in receiving deliveries from the warehouse

COMPANY : GENEVA LAUNDRY
Khalidiya, UAE

POSITION : RECEPTIONIST / CASHIER

DATE : January 2013 – June 2014

DUTIES & RESPONSIBILITIES

- Assisted costumer’s inquiries and complained
- Operate POS and cash registrar
- Responsible in answering phone calls
- Provide and maintained Daily and Monthly report
- Filed and record all invoice from the supplier
- Arranged deliveries for costumer’s

EDUCATIONAL ATTAINMENT

ASSOCIATE In COMPUTER SCIENCE (2 years Course) Year Graduated : 2011
Placement Seminar Year Graduated : 2011
Colegio de Dagupan, Philippines

SECONDARY EDUCATION Year Graduated : 2008
Benigno V. Aldana National High School
Pangasinan Philippines

ELEMENTARY EDUCATION Year Graduated : 2002
Tulnac Elementray School
Pangasinan Philippines

QUALIFICATIONS

- Knowledge in the following Computer Application; MS Word, Excel & Power point presentation
- Excellent problem-solving capabilities
- Professional under pressure and can work with limited supervision.
- Excellent customer service provider with a relatable and engaging personality
- Quick learner in duty task assigned
- Professional and personable demeanor with customer's as well as co worker's
- Sales oriented, Organized and thorough in all work
- Great communication skills with superiors and subordinates
- Cashiering