

IVAN SANTOS DE RAMOS



48 WOODFIELD DR SW CALGARY, ALBERTA



(825) 521-1769



ideramos018@gmail.com

COVER LETTER

DEAR HIRING MANAGER,

I am writing this letter to show you my interest in becoming a part of your company. I want to apply for any job vacancy within your company suitable to my qualifications hence, I attached my resume which consists of my detailed experiences, achievements, educations and skills. I am hardworking and a quick learner, therefore I can adapt to any job role. My work experiences are strengthened with high responsibility and effort.

The following are some skills and highlights of my qualifications and experience:

Attention to details

- Strong personal skills and customer service orientation, always provides information in an efficient and accurate manner

- **Multitasking**

- **Excellent Communication Skills**

- **Quick Learner**

- **Time Management Skills used to efficiently manage high volume of work**

- **Work independently with minimal supervision**

- **Flexible - Focused and driven**

- **Followed policies and maintained confidentiality**

My positive outlook in life along with my ability to handle work under pressure and meet task deadlines will allow me to bring much value and profit to your organization. I'm confident that my proven track record of excellent work ethic and unparalleled attention to detail will make me an immediate asset to your organization, and allow me to contribute to the team's success.

I look forward to discussing any vacant position suitable to my qualifications with you in more detail. I'm available to talk at your soonest convenience.

Thank you for your time and consideration.

Sincerely yours,



IVAN S. DE RAMOS

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CAREER OBJECTIVE

To secure a position that offers to develop my skills and experience thereby giving me an opportunity to excel and become an asset to the company for its ultimate growth. Dedicated worker with a sense of purpose.

PERSONAL SUMMARY

Three years in management role with experience working on residential, commercial air conditioning units. Knowledgeable in various types and brands of air conditioning units, including their components, installation methods and maintenance requirements.

CONTACT

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(825) 521-1769
ADD: 48 WOODFIELD DR SW
CALGARY, ALBERTA

EMAIL:
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SKILLS:

- Marketing,
- Project management,
- Driving manual transmission
- Technical skills
- Drills, Cutting wheel,
- Copper Breezing
- Hand tools
- Wrench
- weld
- Retailing
- Scheduling
- Air- con installer

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT

MANUEL S. ENEVERGA UNIVERSITY FOUNDATION CANDELARIA INC.
2019-2023

WORK EXPERIENCE

- **BGR AIRCONDITIONING REPAIR SERVICES PARTS AND SUPPLY-** (2013-2019) **Installation in-charge/maintenance**

In-charge for installation of wall mounted air-conditioners and service cleaning maintenance.

- **BGR-I AIRCONDITION TRADING – Owner/Manager**

2020-2023 (PHILIPPINES)

Determines the accurate HP size and no. of Ac units need to be installed per square meter.

Creates Quotation to customer and purchase order to supplier.

Prepare necessary documents to customer such as Invoice, Delivery Notes and Official Receipt

Supplying units and parts of different air condition brands. Provides the customers' needs and satisfaction upon installation and after sales service.

Project Accomplishments:

- ✓ **Metrobank**
Purchased, Supplied & Installed 8 Sets of 4.0Hp Floor Mounted Air-conditioners.
- ✓ **Cordian's Lending Corporation**
Purchased, Supplied & Installed 10 sets of 2.5Hp Wall Mounted Air-conditioners.
- ✓ **Makita Power House**
Purchased, Supplied & Installed 3 sets of Air-conditioners.
(3 sets of 4.0Hp Wall mounted)
- ✓ **Jonas Power Design & Construction**
Purchased, Supply & Installed 4 sets of Wall Mounted Air-conditioners. (4 sets of 3.0 hp Wall Mounted)
- ✓ **Pablo De Gustala Resort and Hotel**
Purchased, Supplied & installed 10 sets of wall mounted air-conditioner. (5 sets of 3.0hp & 5 sets of 2.0Hp Wall Mounted)
- ✓ **Ana de coco Private Resort**

Purchased, Supplied and Installed 5 sets of 1.5Hp Wall mounted Air-conditioners.

✓ **LDB Cockpit Arena**

Purchased, Supplied & Installed 40 sets of window type Air-conditioners.

✓ **Aqua Woods Garden Resort and Hotel**

Installed and cleaning maintenance 50 sets of 1.5hp wall mounted air-conditioners.

✓ **Candelaria Municipal Hall**

Purchased, Supplied, installed and maintenance (Mayor's office, Rural Health Unit, Fire Dept. Rescue, Accounting Dept. Trial Court Office, Engineering Dept., Vaccine storage)

✓ **Blecess Diagnostic Laboratory**

Purchased, Supplied and Installed 6 sets of Wall mounted air-conditioners. (3 sets of 3.0Hp & 3 sets of 4.0Hp Wall mounted)

✓ **Dragon Mart**

Purchased, supplied and Installed 10 units of ac including electrical installation and cleaning maintenance. (5 sets of 4.0Hp Wall mounted, 5 sets of 4.0 Floor mounted)

✓ **Manuel S. Enverga University Foundation Candelaria inc.**

Cleaning Maintenance of Ac Units. (Elementary Dept.-College Dept. and Faculty office etc.) Purchased and Supplied and Installed (5 sets of 5.0hp Floor Mounted)
