****

**Ramil T. Delos Santos**

Address: Flat No. 14, bldg. 749, Road 719, Blk.807 Isa Town, Kingdom of Bahrain

Cell no.: 33384746

**E-mail Address: ramsdelossantos@yahoo.com.ph**

**CAREER OBJECTIVE**

To be a part of a dynamic firm where my solid experience in Philippines and Saudi Arabia analytical and interpersonal skills can be applied and developed, promoting continuous personal and professional growth.

**WORK EXPERIENCE**

**Inclusive Dates : January 26, 2017 up to present**

**Title / Position : School Administrator**

**Company Name : Al- Muheet Institute**

Nuwaidrat Kingdom of Bahrain

**Job Description/Responsibilities:**

* Keep track of student's educational progress and performance.
* Assist school administrator in running the school in an effective manner.
* Monitor student fee dues and attendance
* Maintain database relating students and their academic progress.
* Organize and control inventory controls of educational material, tools and kits.
* Assist teachers and staff in providing simulative learning experiences to students.
* Communicate student's educational performance to their parents.
* Initiate and implement safety procedures in school premises.
* Ensure compliance of school guidelines, principles, laws and rules.

**Inclusive Dates** : **August 27, 2014 – August 27, 2016**

**Title / Position** : **Administrative Assistant**

**Company Name** : **Mahara Company**

Al Khobar Kingdom of Saudi Arabia

**Job Description/Responsibilities**:

* Sort Incoming mails, and courier deliver for distribution
* Prepare and send outgoing faxes, mail and courier parcels
* Forward incoming general e-mail to the appropriate staff members
* Purchase, receive and store the office supplies ensuring that basic supplies are always available
* Make travel, meeting and other arrangements for staff
* Coordinate the maintenance of office equipment

**Inclusive Dates** : **January 2011- May 2014**

**Title / Position** : **Administrative Assistant**

**Company Name** : **Adi Sports Innovators Inc.**

Marquee Mall Pampanga

**Job Description/Responsibilities:**

* Sort Incoming mails, and courier deliver for distribution
* Prepare and send outgoing faxes, mail and courier parcels
* Forward incoming general e-mail to the appropriate staff members
* Purchase, receive and store the office supplies ensuring that basic supplies are always available
* Make travel, meeting and other arrangements for staff
* Coordinate the maintenance of office equipment

**Inclusive Dates** : **June 2010 – December 2010**

**Title / Position** : **Sales Administrative**

**Company Name** : **Adi Phil Inc.**

Marquee Mall Pampanga

**Job Description/Responsibilities:**

* Works with sales department management to provide office support to field representatives.
* Creating daily sales report
* Making sales target

**Inclusive Dates** : **September 2007- February 2008**

**Title / Position** : **Office Assistant**

**Company Name** : **LFN General Upholstery Trading Inc.**

Angeles City, Pampanga.

**Job Description/Responsibilities:**

* Answering telephone calls
* Maintaining diaries
* Arranging appointments
* Taking messages
* Typing and word processing
* Filling
* Organizing and servicing meetings (producing agendas and taking minutes)
* Prioritizing workloads

**Inclusive Dates** : **November 2006- May 2007**

**Title / Position** : **Sales Staff**

**Company Name** : **Jollibee Food Corp.**

Nepo Mall Angeles City, Pampanga.

**Job Description/Responsibilities:**

* Efficiently handle cash and credit sales
* Ensures store cleanliness and maintenance are properly observed
* Quality shelf organization and stocking maintained

**Educational Qualification**

Tertiary : **Holy Angel University**

**Bachelor of Science in Management**

**Major in Marketing Management**

**2014**

Secondary : **Epza Resettlement High School**

**2006**

Primary : **Epza Resettlement Elementary School**

**2002**

**CHARACTER REFERENCE**

***Available upon request***

**Personal Profile**

Date of Birth: May 02, 1990

Place of Birth: Angeles City, Pampanga, Philippines

Age: 28 years old

Height : 5 Ft. 8 Inches

Weight: 105 Kg

Status: Single

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

**RAMIL T. DELOS SANTOS**

Applicant