



ICY ROSE RAMOS MENDOZA

ADDRESS

#89 Mc-Arthur St. Brgy. PNR
Station Site, San Carlos City,
Pangasinan

CONTACT

+63-930-202-3162

EMAIL:

Mendozaicyrose@gmail.com

CAREER OBJECTIVE

To be part of a company that indulges professional growth which provides challenging and rewarding career while allowing myself to utilize and expand my knowledge and skills.

EDUCATION

TERTIARY

VIRGEN MILAGROSA UNIVERSITY FOUNDATION
Bachelor of Science in Business Administration Major in Marketing Management (2018)

2011-2018

San Carlos City, Pangasinan

SECONDARY

SAINT CHARLES ACADEMY

2007-2011

San Carlos City, Pangasinan

PRIMARY

CENTRAL 1 ELEMENTARY SCHOOL

2001-2007

San Carlos City, Pangasinan

SKILLS

- Organizing
- Teamwork
- Communication Skills
- Decision-making
- Excellent Customer Service
- Interpersonal Skills
- Microsoft Excel

ABILITIES

- Truthful and dedicated to the job
- Honest result-oriented and fast learner
- Very competitive when it comes to work
- Capable of Multi-tasking
- Able to handle pressure

MERITS

CONSISTENT ATHLETIC SCHOLAR

Virgen Milagrosa University Foundation

MOST OUTSTANDING ATHLETE AWARDEE

Virgen Milagrosa University Foundation

WORK EXPERIENCE

ADMINISTRATIVE OFFICER

ECG Zoom Zone Inc. (Authorize Dealer of
KTM/HUSQVARNA/Kymco)

(June 2021-Present)

- Responsible for Monthly Inventory Report
- Supervise/assists employees with other documentations.
- Manages branch funds. (Cash and checks)
- Provides account services to customers by receiving cash and issuing proof of payments.
- Records transactions by logging to the transaction report.
- Reconciling of cash by proving cash transactions.
- Clerical works such as documentation, filing, verification, and compilation.
- Daily Verification of Job Card Reports
- Responsible for Purchase Orders to all suppliers.
- Responsible for weekly audit.
- Responsible for Bank Transactions such as Account opening, extension, payment verification, and Bank deposits.
- Assists on system modification of system related to Inventory, Suppliers, Sales, and Income.

SALES ASSOCIATE/ PARTS CUSTODIAN

Carmak Motors Corp

Mayombo District, Dagupan City, Pangasinan

(September 14, 2020-May 18, 2021)

- Maximizes profits through developing sales strategies that match customer requirements and by promoting products, services and ideas.
- Educating customers on the product and services offered.

- Execute new idea and strategies for more effective marketing.
- Suggest/Offer new deals with customers regarding their wants and needs.
- Ensures that the customer is always satisfied with the product and services given.
- Responsible for maintaining the stock level of machine parts and consumables.
- Monthly inventory of spare parts.
- Responsible for purchasing order especially when the stock is unavailable.
- Ensures the availability of the stocks.
- Responsible for reporting of damaged parts and units.
- Performs after sales.
- Monthly update for customer's service warranty
- Responsible for securing important documents such as chattel mortgage and LTO registration.

ADMIN STAFF/LOGISTICS DEPARTMENT

H&G SERVICES

San Carlos City, Pangasinan

(July 2019- May 2020)

- Responsible for delivery of parcels
- Updating customers by sending invoice
- Checks availability of stocks
- Does Inventory audits
- Responsible for collecting monthly encashment
- Utilizes hand or automation assembly
- Responsible for Measurement of the packaging
- Ensures the quality of the packed products
- Organize products

OFFICE STAFF

MERRERA LAW OFFICE

Lingayen, Pangasinan

(July 2018- June 2019)

- Sorting all important documents that will be needed.
- Encoding
- Assists clients regarding their concern.
- Securing records
- Manage schedules
- Ensures efficient and effective administration office.

CUSTOMER SERVICE REPRESENTATIVE

411 LOCALS
Dagupan City
(2016-2018)

- Obtains client information by answering telephone calls
- Interviewing clients and verifying information.
- Offers service to the clients.
- Responding promptly to customer Inquiries.
- Communicating and coordinating with colleagues.
- Ensure customer satisfaction and provide professional customer support.
- Maintaining a positive, empathetic and professional attitude toward customers at all times.

CHARACTER REFERENCES

HILLARY BAUTISTA

Liaison Officer
ECG Zoom Zone Inc.- Dagupan
+63 907 751 5277

RAYMUND DIAZ

Branch Supervisor
ECG Zoom Zone Inc.- Dagupan
+63 977 801 0437

RAFAELLA MAE CAYABYAB

Accounting Assistant
ECG Zoom Zone Inc.- Dagupan
+63 946 466 8104

JULY ANN CAMPOS

Branch Supervisor
ECG Zoom Zone Inc.- La Union
+63 917 103 8383

I hereby declare that all the above information is correct and accurate. I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge. I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.