

MaryAileenKathleenP.Ramos

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OBJECTIVE

To be able to work hand in hand with the company towards both development and success.

WORK EXPERIENCE:

Position : General Assistant Manager
Company : Magno-Deng Variety Store
Date of Employment : April 01, 2025 ~ September 07, 202

DUTIES AND RESPONSIBILITIES:

- ❖ In charge in handling branch managers in overlooking the stores
- ❖ In charge in making payroll for stores including salary of Branch Managers and Sales Staffs
- ❖ In charge in handling attendance for all employees in each stores
- ❖ In charge of decision making in cooperation with managers on both employee and store related issues or concerns
- ❖ In charge in securing documents for all stores
- ❖ In charge in handling premium related works such as SSS, PAGIBIG AND PHILHEALTH
- ❖ In charge in roving on stores for compliance checking in standard with display, stocks, sales improvement and customer service
- ❖ In charge with depositing remittance of sales from all branches as well depositing payments via bank or electronic wallet payments
- ❖ In charge in overseeing if utility bills such as electrical, water and internet bills are paid on time
- ❖ In charge in admin works
- ❖ In charge in coordination on concerns from managers and staffs to relay to General Manager

Position : Quality Assurance Supervisor/Safety Officer
Company : Fiberhome Phils. Inc.
Date of Employment : March 04, 2019 ~ March 27, 2025

DUTIES AND RESPONSIBILITIES:

- ❖ In charge in with scheduled tasks to be finished by QA Team
- ❖ In charge of safety reports such as Accident reports and Monthly reports as required by the management.
- ❖ In charge in handling decisions Quality Assurance Team
- ❖ In charge of reporting the monthly performance of QA staffs for Monthly evaluation to QA Manager.
- ❖ In charge of handling and training of newly deployed technicians
- ❖ In charge of monitoring Quality Assurance Staffs'/Officer's attendance, rest day and vacation/emergency/sick leave.

- ❖ Everyday updating of Created and Returned Provisioning Request inspected by QA Staffs/Officers.
- ❖ Weekly reporting to QA Manager and National Head for Warranty Assurance Request and Provisioning Request.
- ❖ Weekly reporting of consolidated Manpower, PR & Returned PR, and incident reports with statuses
- ❖ Responsible for providing the required information for incident reports.
- ❖ Conducting investigation and sending of investigation result with client's concerns.
- ❖ Relaying subscriber's concern to Operations Team
- ❖ Relaying and making of follow up of inspections for rectification conducted by QA Staffs to the Operations Team
- ❖ Conducting meeting with technicians regarding safety at work.
- ❖ Performing miscellaneous tasks given by the QA Manager/Project Manager within said deadline.

Position : **HR/Project Coordinator**
Company : Romac Services and Trading Co.,Inc.
Address : G/F Romac Building 1, Sto. Rosario St., Sto. Domingo, Angeles City, Pampanga
Date of Employment : April 11, 2017 ~February 28, 2019

DUTIES AND RESPONSIBILITIES:

- ❖ In charge in preparing notice to explain and disciplinary action forms of employees
- ❖ Every day updating of summary of absences based from daily attendance
- ❖ Counseling/Orienting employees based from code of conduct
- ❖ Verifying approved leave and under time form of the employee
- ❖ Responsible for monitoring and requesting of office supplies needed
- ❖ Decide to return the employee to the agency based from the code of conduct of Client
- ❖ Preparation of reports for Return-to-Agency employees
- ❖ Preparing Access Card Deactivation Report
- ❖ Assisting newly deployed employees for new employee orientation
- ❖ Editing of pictures of newly deployed employees
- ❖ Requesting and making Access Cards of newly deployed employees
- ❖ Assisting sent home or sent to hospital employees
- ❖ Requesting for vehicle of employees to be used in case of sent home, sent to hospital or additional tasks
- ❖ In charge in making schedules of housekeeping and gardeners
- ❖ Assigning scheduled room setup every day to housekeepers
- ❖ Attending safety meeting with client's subcontractors
- ❖ Conducting quarter safety audit to co-subcontractors
- ❖ Checking of Monthly and Quarterly qualified employees for perfect Attendance
- ❖ Requesting for tokens of qualified employees every quarter
- ❖ Relaying of Client's concern to HR main office

- ❖ Preparing Weekly and Month-End reports of Case Database
- ❖ Preparing Weekly and Month-End reports of Active and Separated employees
- ❖ Reliever to payroll coordinator and timekeeping/recruitment coordinator

EDUCATIONAL BACKGROUND

TETIARY Bachelor of Science in Electronics and Communications Engineering
Don Honorio Ventura Technological State University Bacolor, Pampanga, Philippines
June 2010 – August 2015

SECONDARY Magalang Christian Ecumenical School Inc.
Magalang, Pampanga, Philippines 2006 – 2010

ELEMENTARY Magalang Christian Ecumenical School Inc.
Magalang, Pampanga, Philippines 2000 - 2006

ON JOB TRAINING

- ❖ Smart Communications, Inc. (Field Operations)
April – June 2015
Dau, Mabalacat, Pampanga

SEMINAR(S) ATTENDED:

- ❖ 40 Hours Basic Occupational Safety and Health (with 2 Hours Training of Trainer)
September 20- 21, 27- 28, 2019
Nex Tower, Makati

PERSONAL DATA

Date of birth	:	February 19, 1994
Place of birth	:	City of San fernando, Pampanga
Gender	:	Female
Civil Status	:	Single
Religion	:	Roman Catholic
Citizenship	:	Filipino
Father	:	Ramil S. Ramos
Occupation	:	Deceased
Mother	:	Irene Aileen P. Ramos
Occupation	:	Housewife
Height	:	5'
Weight	:	53 Kilograms
Certification	:	Safety Officer II
Languages	:	Filipino, English

BASIC SKILLS

- ❖ Knowledgeable with MS Office applications
- ❖ Knowledgeable on mechanical splicing on Fiber Optic Cables and FTTX installation
- ❖ Knowledgeable on NGN Copper installation

REFERENCES

- ❖ Mr. Luduvico Baleroso
 - Quality Assurance Supervisor (+63949- 1840279)
 - Wuhan Fiberhome International Technologies Phils. Inc.
- ❖ Ms. Marife Toledo
 - Quality Assurance Regional Manager (+63968- 7027443)
 - Wuhan Fiberhome International Technologies Phils. Inc.

I do hereby certify that all facts written above are true and correct to the best of my knowledge and ability.



Mary Aileen Kathleen P. Ramos

