

Kimberly Teves

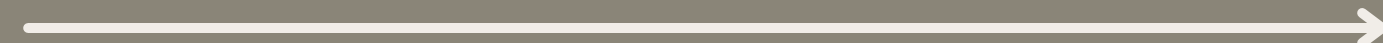
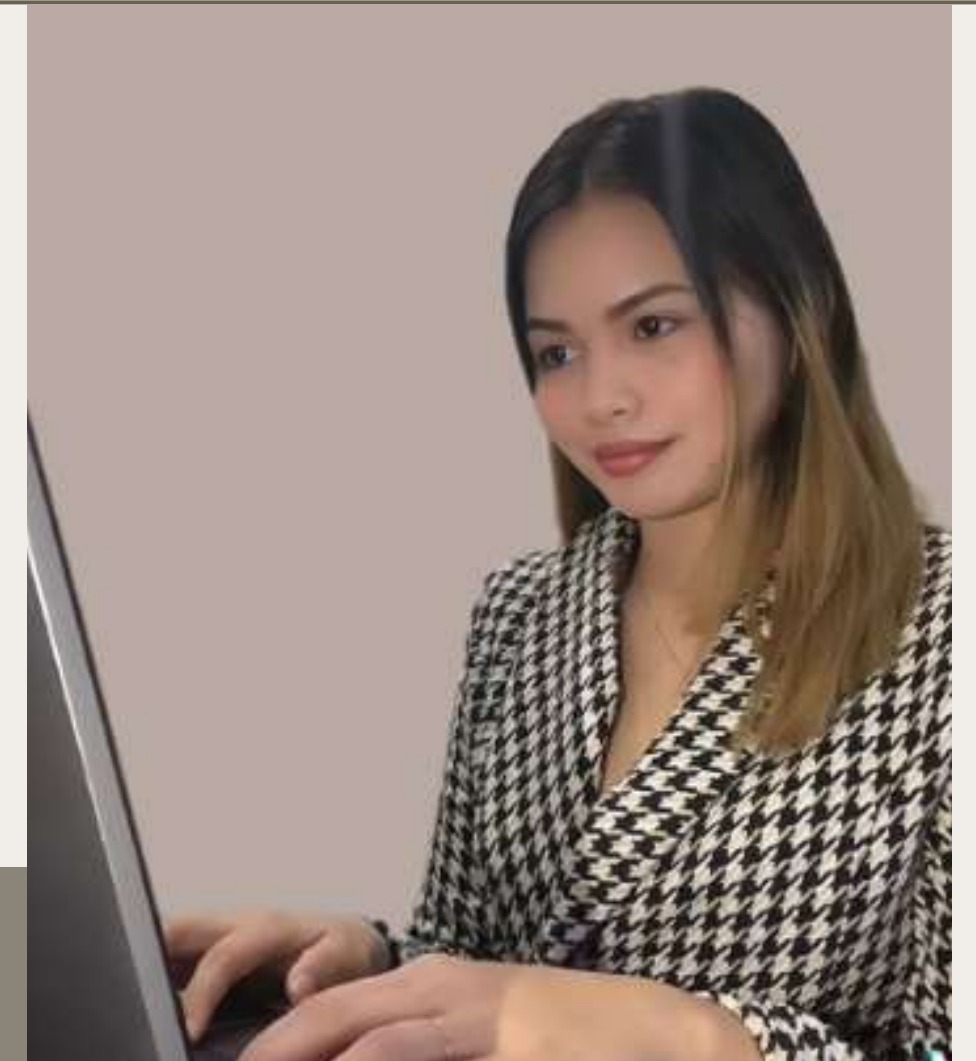
READY TO
BE HIRED





Hello, I'm Kimberly

I'm an Organized and dependable Virtual Assistant successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to seek and maintain the position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills.



● My Education Background

- London International Research and Studies
2022-2023
Certified Human Resources Management Professional
- University of Cebu
2019-2021
BS Tourism Management
- Rosemont Hills Montessori College
2015-2017
Sr. High school with Specialization in Front Office
and Travel Management



MY SERVICES:

- SHOPIFY (BASIC NAVIGATION)
- TRAVEL MANAGEMENT
- SOCIAL MEDIA MANAGEMENT
- GRAPHIC DESIGN (CANVAS)
- EMAIL HAUNTING FROM THE WEBSITE
- CRM DATA ENTRY
- COLD CALLING
- APPOINTMENT SETTER
- CONVERTING DOCUMENTS
- TYPING JOB
- OTHER ADMINISTRATIVE TASKS





Work Experience 1

TECH MAHINDRA V-CUSTOMER

Job Title (Year):

Customer Support Specialist (2019-2021)

Job Description:

Handling many inbound and outbound calls to and from customers, listening to customers needs or issues and providing helpful solutions to their problems

Work Experience 2



JUST BUSINESS CORPORATE SERVICES

Social Media Admin
Administrative Assistant and HR Support
(2021-Present)

Job Description:

Answered high-volume daily telephone and email inquiries, minimizing correspondence backlogs. Accurately executed secretarial tasks, maintaining smooth administrative operations. Processed invoices and financial data with a strong eye for detail. Handled mail and correspondence. Managed office inventory to ensure timely ordering and replenishment of low-level stock. Provided clerical support to company employees, including copying, faxing and file management.



Work Experience 3

TOUCHSTONE WRAPS L.L.C

Sales Executive and Admin Support
(2021-Present)

Job Description:

Fostered positive relationships with customers to enhance loyalty and retention. Effectively handled daily customer meetings, sales calls, and account management tasks, improving sales team efficiency.



My Skills

- Verbal and written communication
- Good self-presentation
- Time Management
- Quick Learner and Detailed Oriented
- Multitasking
- Computer Literacy
- Strategic Planning and Scheduling
- Basic Accounting (Quickbook)



Certificate of Recognition



TOP EMAIL AGENT

I was awarded thrice as a Top 4 Agent for the month of June and August and Top 2 Agent for the Month of December 2020



Let's Connect

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