

AXEL MALBAS

VIRTUAL ASSISTANT



Contact



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(+63)9614204127



live:malbasaxel.am



Kalibo, Aklan, Philippines 5600

Education

Bachelor of Science in Mechanical Eng'

Garcia College of Technology

June 2014 - April 2019

License and Certifications

Construction Occupational Safety and Health (COSH) Certificate

J3 Trainers & Consultant Inc.

June 2021

Mechanical Engineering License

Philippine Regulation Commission

November 2019

CSC Professional Certificate

Civil Service Commission

September 2017

Reference

Engr. Shiela F. Reyes

Engineer II

Department of Public Works and Highways

(+63)9175785802

Wyz Wayne I. Wayan

Mechanical Engineer

Metro Water Kalibo District

wayne.wayan29@gmail.com

(+63)9182655795

Prince Joshua Rentillo

Machine Specialist

Ecotyre Waste Management Inc.

princejoshuarentillo@gmail.com

(+63)9482697458

Skills

- CAD Designing
- Technical writing
- Project Management
- Inventory Management
- Lead Conversion
- Organization
- Communication Skills
- Data Entry
- Leadership
- Teamwork
- Pressure Management
- Critical Thinking

Tools

- AutoCAD MEP
- Microsoft Office
- Sketch UP
- Hubspot
- Slack
- Loom
- Photoshop
- Canva
- Capcut

Work Experience

ENGINEERING ASSISTANT

Department of Public Works and Highways

April 2022- October 2022

- Recorded equipment's daily data, daily usage, fuel consumption, demand, odometer, maintenance done, etc.
- Submitted reports of corrective and preventive maintenance done to the equipment, as well as its monthly usage, labor, and replaced part cost.
- Monitored incoming and outgoing documents to make sure that files are being sent and checked thoroughly and that the procedures are being followed according to the ISO manual.

VIRTUAL ASSISTANT - PART TIME

UGC Synergy

May 2022- October 2022

- Sent hundreds of email campaigns to potential clients listed on the CRM sheet, using social media platforms like Facebook, Instagram, LinkedIn, and Etsy and successfully got 212 appointments
- Kept track of the outreach using KPI in google sheets as well as email tracking tools like Snov.io and Hubspot.
- Used CRM tools like slack, Hubspot, and loom for organizing and listing out all the leads for follow-ups and meetings

OPERATIONS ENGINEER

Topmost Development and Marketing Corporation

August 2021- February 2022

- Handled three projects involving fire protection, ventilation, air conditioning, and smoke extraction
- Kept track of the daily progress of the trade cons and technicians involved in the project to estimate the efficiency of manpower and the time it would take for the project to be finished.
- Assessed the problems in the project's sites including the availability of materials and manpower so the project will proceed according to its schedule.

NON-VOICE TUTOR - PART TIME

Course Hero

August 2021- February 2022

- Answered questions from students from all over the world, for the subjects of the course mechanical engineering specifically Thermodynamics, Heat Transfer, Air conditioning and Ventilation, Engines, etc.
- Researched the supporting documents, articles, and hard evidence for the answers I've come up with to answer the student's questions
- Corrected students' mistakes in answering the questions and explained and showed how to come up with the correct answer