



# Ramle Ziram Caganan

## Inside Sales Associate/ Virtual Assistant

Customer-focused, team player, and bold Professional with over 5 years of experience in providing quality services across the Pacific. Have major experience in Sales and Marketing, especially in the Real Estate Industry. Results-driven, solutions-focused, and committed to generating results that are at part or beyond company expectations.

### Phone

(+63) 995 021 2399

### Email

ramleziram@gmail.com

### Address

Dulangan, Puerto Galera 5203  
Oriental Mindoro, Philippines

Present

**Bachelor of Science in Entrepreneurship**  
Prince of Peace College

2017-2020

**Business Outsourcing Management**  
International Technological Institute  
of Arts and Tourism (with Honors)

- Microsoft Offices
- Google Suites
- Facebook Meta Business Suite
- Dropbox
- Snagit
- Loom
- Filmora
- LinkedIn
- Facebook
- Instagram
- Youtube
- Tiktok
- WordPress
- Zillow
- Adobe Photoshop
- Canva
- Boom Town
- KV Core
- Follow Up Boss
- Mojo Dialer

- Transaction Management
- MLS Circulation and Management
- Handling Objections
- Lead Management: Tom & Ferry Script
- Social Media Marketing :Facebook Ads
- Basics of Geo Farming
- Graphic Designing: Canva
- Creative Writing for Blogs
- Word Press Management
- FSBO Leads
- Expired Leads
- Circle Prospecting Leads
- Social Media Management

## Experience

2019 - 2022

Exito LLC | Atlanta, GA USA

### Inside Sales Associate /Virtual Assistant

*A business that mainly focuses on Real Estate in the state of Georgia.*

*Owned by a person serving in the military and doing real estate on the side.*

- Cold Calling to Appointment
- Lead Prospecting and Generation / Scrubbing
- Email Marketing
- Daily Report
- Admin Work
- Manage the CRM

2017 - 2019

JPAR Real Estate | Northeast Expressway Suite Atlanta, GA USA

### Inside Sales Associate /Virtual Assistant

*A company that focuses on Real Estate in the USA.*

*Its connections with agents are astonishing so it becomes a trusted brokerage.*

- Cold Calling to Sales
- Lead Prospecting and Generation
- Email Marketing
- Admin Work
- Daily Report
- Manage the CRM

2015 - 2017

Victo Rio Enterprise | Greenhills, Mandaluyong City, Philippines

### Sales and Marketing Manager

*A company that focuses on health and beauty products in the Philippines.*

*It has branches and kiosks in malls around Manila and its nearby provinces.*

- Lead prospecting and Generation
- Create Marketing Ads
- Admin Works
- Provide Training to the Sales Team
- Manage and Optimize Social Media Platforms
- Manage the CRM

2013 - 2015

Tamaraw Technohub | Calapan City, Philippines

### Contact Center Agent

*A business that manages all customer interactions across various channels. They offer customer efficient and effective technical support, customer service and sales assistance.*

- Cold Calling to Sales
- Lead Prospecting and Generation
- Manage inquiries from customers through phone
- Daily Report
- Manage the CRM

Contact

Education

System Familiarity

Training & Certifications