

# Arvin John T. Pachoco

## Executive Secretary



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- 1211 Balite St., Daniel Fajardo Las Piñas City Metro Manila Philippines.



- <https://www.linkedin.com/in/aj-pachoco-833854297/>

### OBJECTIVE

To be part of a progressive organization in which I can contribute my knowledge and skills, as well as gain more experience in the field I have chosen.

### EXPERIENCE

#### **Executive Secretary**

June 12, 2023–Up to now

- Perfect Vision Contracting Company
- Kingdom of Saudi Arabia

#### **Duties/Responsibilities:**

Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for senior staff. Arranges travel and accommodation for executives. Schedules and attends meetings on behalf of executives, taking notes and recording minutes.

- Administrative Support
- Communication Management
- Documentation & Record-Keeping
- Office Management
- Travel Arrangements
- Meeting & Event Coordination

#### **PCB AutoCAD Designer**

June 1, 2022–June 1, 2023 (1 Year)

- NM Circuit Design Philippines, Inc.

#### **Duties/Responsibilities:**

PCB Plans the layout of circuits for products such as computers, phones, games, and other devices. As part of my duties, using computer-aided design programs. (Cadence Allegro, OrCAD, Zuken Board Designer. IICAD (AutoCAD)

#### **Customer Service Representative,**

#### **QA Analyst**

December 23, 2019–April 23, 2022 (2 years & 4 months)

- Teleperformance Philippines, Inc.

#### **Duties/Responsibilities:**

Handle complaints, provide appropriate solutions for customers, and follow up to resolve any issues their customers experience.

### **PCB AutoCAD Designer**

November 28, 2017–November 28, 2019  
(2 years)

- MDS Circuit Design Technology Inc

#### **Duties/Responsibilities:**

PCB Plans the layout of circuits for products such as computers, phones, games, and other devices. As part of my duties, using computer-aided design programs. (Cadence Allegro, OrCAD, Zuken Board Designer. IJCAD (AutoCAD)

### **AutoCAD Draftsman**

October 15, 2016–October 15, 2017 (1 Year)

- Cylix Technologies Inc.

#### **Duties/Responsibilities:**

responsible for the design as per the given specifications by the clients. Responsible for following verbal instructions from the Engineers and Architects and storing and filing all these designs in the database.

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### **EDUCATION**

**DR. Filemon C. Aguilar Memorial College IT campus, Las Piñas City (2015)**

- Visual Graphic Design, 2D Animation & Contact Service Management.
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### **SKILLS**

- Good communication, customer service, and relationship-building skills.
- Teamworking skills
- Organization and time management skills.
- Attention to detail.
- Negotiation skills
- Assertiveness
- Flexibility
- Tact, discretion, and diplomacy.
- Typing skills
- Software skills
- AutoCAD
- PCB Design software  
(Cadence Allegro, OrCAD, Zuken CR-8000, CPD, Board Designer MBD Editor & IJCAD (Japanese AutoCAD).
- Microsoft Office
- Corel Draw

### **PERSONAL DETAILS**

- Nick Name: AJ
  - Iqama number: 2556853949
  - Date of Birth: 22 September 1997
  - **Age: 26**
  - Gender: Male
  - Nationality: Filipino
  - Languages: Filipino, English.
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### **REFERENCES**

[Available upon request.]

**Arvin John T. Pachoco**

Applicant