

ELENOR GARCIA RAMOS



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PASSPORT NO: P0647204C

DATE OF EXPIRY: 22 JUNE 2032

PLACE OF ISSUE: MANAMA, BAHRAIN

OBJECTIVES

"To contribute to the development and success of the company. To perform my best, enhance my skills, and further develop my professional growth."

WORK EXPERIENCE

❖ ACCOUNTS ASSISTANT / PURCHASER OFFICER

CRYSTAL PRINTING AND PUBLISHING HOUSE

AUGUST 20 2017 – CURRENT DATE

- Preparing and filling VAT.
- Preparing daily cash flow.
- Enter customer payments into system on a daily basis.
- Track all money received and prepare deposits.
- Discovering discrepancies and resolve all the issue in all accounts.
- Initiate collection proceedings against accounts past due more than six months.
- Allocating the money in the company.
- Handling and arranging shipments documents.
- Purchasing major goods and minor items for everyday needs to supplier local or international.
- Locating new suppliers for new items.
- Managing the stocks till last.
- Keep the file updates and supporting to team members.
- Contribute and innovating ideas that can help the success of the team.
- Reporting to director and general manager daily.
- Preparing the sales report.
- Knowledgeable to Sage 50 Accounting software.
- Knowledgeable to Tally accounting software.
- Knowledgeable to Odoo software.

❖ **ACCOUNTS ASSISTANT / OFFICE STAFF
AL QABAS PRINTING HOUSE**

FEBRUARY 2016 – AUGUST 2017

- Preparation of daily report.
- Enter customer payments into system on a daily basis.
- Track all money received and prepare deposits.
- Develop reports to detail aging and past due accounts for senior management.
- Total past due invoices weekly and report to supervisor.
- Analyze accounts to discover discrepancies and resolve all variances promptly.
- Initiate collection proceedings against accounts past due more than six months.
- Processing non-PO invoices with approvals.
- Handling and arranging shipments documents.
- Purchasing some goods to supplier.
- Keep the file updates and supporting to team members.
- Knowledgeable to putty software.

❖ **SECRETARY / ACCOUNTS
WI-AL CONSTRUCTION BUILDERS**

SEPTEMBER 2015 - FEBRUARY 2016

- Managed incoming payments
- Worked with customers to develop repayment plans for delinquent accounts.
- Summarized receivables on a weekly and monthly basis.
- Kept frequent computer backups and vital documents in paper copies.
- Checking and processing of invoices / bills.
- Invoicing and receipting / banking.
- Maintaining of attendance of staff.
- Making collection.
- Purchasing some goods to suppliers.
- Maintaining of records.
- Arranging bidding documents.

❖ **SALES OFFICER**
MICROVENTURES PHILIPPINES FINANCING COMPANY
(ONE PUHUNAN)

MARCH 2015 – SEPTEMBER 2015

- Handling inquiries related to a new client
- Co-signing and interviewing for securities
- Troubleshooting potential problems
- Identifying investment objectives
- Review and ensure client's document completeness.
- Responsible for ensuring the overall process of loan.
- Achievement: Rank # 4 sales officer in our regional division.

❖ **RECEPTIONIST / CASHIER**
BLUE MOUNTAIN HOTEL

FEBRUARY 2014 – SEPTEMBER 2014

- Receive guests to hotel by greeting them warmly, and attending to their inquiries and also answer inquirers over the phone.
- Inform guests of the services and accommodation rates in the hotel, make reservations for guest according to their needs, and also make sure that all reservations cancelled are effected immediately to confusion.
- Build good relationship and rapport with guests to make them feel comfortable.
- Maintain orderliness at the front desk by arranging documents accordingly and keeping front desk area clean at all times to avoid rowdiness.

EDUCATION

NATIONAL COLLEGE OF BUSINESS AND ARTS

2010-2014

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Specialized in **FINANCIAL MANAGEMENT**

OUTSTANDING STUDENT (Bronze Medalist in Academic Excellent)

Member of **JUNIOR FINANCIAL EXECUTIVES**

STO ROSARIO SAPANG PALAY COLLEGE

2014-2015

UNITS IN EDUCATION

SKILLS

- Knowledgeable in Oddo Accounting software.
- Knowledgeable in Sage 50 Accounting software.
- Knowledgeable in Putty (Accounts Application).
- Knowledgeable in logistic transaction.
- Knowledgeable in creating invoices.
- Proficient in MS Word, MS Excel and MS Power Point.
- Strong oral and written communication skills.
- Strong time management skills.
- Capable of assisting customers in an efficient and timely manner.
- Fast learner, and willing to learn.



Elenor Garcia Ramos