



ELENOR RAMOS

PROFILE

Reliable-Account Executive with 5+ years of experience building and managing relations with prospects and key company accounts. Proven track record of cultivating lasting rapport with decision-makers and high-value clients, presenting solutions and securing profitable deals. Possess a B.S in Business Administration specialized in Financial Management.

CONTACT

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EDUCATION

NATIONAL COLLEGE OF BUSINESS AND ARTS (NCBA)
2010 TO 2014

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
Specialized in **FINANCIAL MANAGEMENT**

OUTSTANDING STUDENT (Bronze Medalist in Academic Excellent)
Member of **JUNIOR FINANCIAL EXECUTIVE**.

STO ROSARIO SAPANG PALAY COLLEGE
2014 TO 2015

Units in Education

WORK EXPERIENCE

CRYSTAL PRINTING AND PUBLISHING HOUSE
ACCOUNT ASSISTANT / PURCHASE OFFICER

AUGUST 20 2017 - OCTOBER 2023

- Preparing and updating financial reports and recording transactions include cashflow.
- Analyzing financial data and recommend ways to help the organization run proficiently.
- Taking care tax returns and making sure to apply on time.
- Finding and addressing any discrepancy in accounting.
- Keeping account books and system up to date.
- Recording payment and disbursement.
- Oversee all the aspect of purchasing process including ordering, purchasing, suppliers' management, shipping (local or international), and inventory.
- Assisting Audit Preparation.

ALQABAS PRINTING HOUSE
ACCOUNT ASSISTANT / OFFICE STAFF

FEBRUARY 26 2017 - AUGUST 2017

- Preparing and updating financial reports every day.
- Keeping account books and system up to date.
- Recording payment and disbursement.
- Analyzing financial data and recommend ways to help the organization run proficiently.
- Offering advice to organization how to reduce cost, improved their revenue, and boost profit.

SECRETARY / ACCOUNTS OFFICER
WI-AL CONSTRUCTION BUILDERS
SEPTEMBER 2015 - FEBRUARY 2016

- Keeping account books and system up to date.
- Recording payment and disbursement.
- Recording payment and disbursement.
- Arranging bidding documents.
- Oversee all the aspect of purchasing process including ordering, purchasing, suppliers' management, shipping (local or international), and inventory.
- Recording payment and disbursement.

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.

MICROVENTURES PHILIPPINES FINANCING COMPANY (ONE PUHUNAN)

SALES OFFICER – TOP 4 REGIONAL SALES PERSON

MARCH 2015 – SEPTEMBER 2015

- Administer all client queries.
- Gather and analyzes loan applicants' financial data to evaluate risk.
- Examines the credit history of applicants for financial institution.
- Verification of member- borrowers documents on material assets and properties.

BLUE MOUNTAIN HOTEL

RECEPTIONIST / CASHIER

FEBRUARY 2014 – SEPTEMBER 2014

- Administer all guest queries.
- Offering available services and accommodation rates in the hotel.
- Build a good relationship and rapport with guests to make them feel comfortable.
- Maintaining orderliness at the front desk.

CERTIFICATES

CUSTOMER SERVICE

ONLINE COURSE FOR CUSTOMER SERVICE

BY PRINCESS CLAVO

(KNOWLEDGE SHARE ONLINE TUTORIAL SERVICES)

JANUARY 06 2023

CALL CENTER JOBS

ONLINE COURSE FOR CUSTOMER SERVICE

BY PRINCESS CLAVO

(KNOWLEDGE SHARE ONLINE TUTORIAL SERVICES)

JANUARY 06 2023

E-COMMERCE AND ENTREPRENEURSHIP

ONLINE COURSE FOR CUSTOMER SERVICE

BY PRINCESS CLAVO

(KNOWLEDGE SHARE ONLINE TUTORIAL SERVICES)

JANUARY 06 2023

ESL TUTOR

ONLINE COURSE FOR CUSTOMER SERVICE

BY PRINCESS CLAVO

(KNOWLEDGE SHARE ONLINE TUTORIAL SERVICES)

JANUARY 06 2023

GENERAL VIRTUAL ASSISTANT

ONLINE COURSE FOR CUSTOMER SERVICE

BY PRINCESS CLAVO

(KNOWLEDGE SHARE ONLINE TUTORIAL SERVICES)

JANUARY 06 2023