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Flat 109, Bldg 4340, Road 2163, Block 321, AL Qudabiyah Kingdom of Bahrain

## PERSONAL INFORMATION

**Citizenship:** Filipino

**Civil Status:** Single

**Health Status:** Fit to work

**Date of Birth:** 14 June 1991

**Sex:** Female

**Passport No.:** P9838342a

**Weight:** 75

**Height:** 5'3

## Mary Rose B. Ramos

In my great desire to seek for a challenging field of endeavor putting into practice my knowledge and skills. I am enthusiastic and pro-active employee to work effectively. I'm seeking for any position commensurate to my educational qualifications and working experienced to contribute my dedication.

## EDUCATION

### Bachelor of Science in Business Administration

#### Major in Marketing

University of Rizal System - *Binangonan Rizal, Philippines*

## PROFESSIONAL EXPERIENCE/S

### Administrative Officer

UNION MEDISCIENCE - *Seef District, Kingdom of Bahrain*

*November 2016 to Present*

#### Job Description:

- Report to the Managing Director day to day activities.
- Responsible for preparing quotations and tenders for bidding of medical device & generating consumable surgical items
- Working with all levels of internal management & staff, as well as outside clients & vendors.
- Handling commercial communication, administration and office management related duties in the organization
- Distributed emails, faxes as well as composing correspondence/ reports for manager's signature, and processed replies on incoming requests & clarification.
- Using variety of software package such as Microsoft word, Outlook, Power point, excel & etc.
- Analyze the prices from different suppliers and reviewing the products
- Preparing reports, presentations & proposals of the certain requirement
- Coordinate with engineers for technical issues of the certain requirements
- Maintain and updating the suppliers contact in the system
- Organizing & storing paperwork, documents & computer-based information
- Provide marketing activities plan with the teams.

### Accountant

MCR RECRUITMENT SERVICES - *Seef District, Kingdom of Bahrain*

*October 2015 to October 2016*

#### Job Description:

- Report to the CEO on daily & monthly basis
- Responsible for all Bank Transaction such as Bank Reconciliation, payment of bills, expenses, accounts receivable, accounts payable using TALLY ERP
- Prepare petty cash for office transaction and reimbursement
- Maintain accounting by preparing and recommending policies and procedures
- Responsible to prepare review all invoices for appropriate documents including recording and filing
- Prepare technical support and advice on management

SKILLS & PROFECIENCIES

CLIENT RELATIONS

- Client and serviced oriented
- Cheerful and helpful to the client and colleague

MANAGEMENT SKILLS

- Organized in workload
- Time management in planning skills
- Resourceful, driven attitude with genuine desire

TECHNICAL SKILL

- Computer literate in various MS applications
- Knowledge of working TALLY, MYOB System proficient MS Office

ORGANIZATION/AFFILIATION

Singles for Christ Batch no.79  
– Sacred Heart Church  
Bahrain

Adminsitratve Officer cum Receptionist

PINOY PERA PADALA INC.  
*Kamias Road Quezon City, Philippines*  
*June 2013 to August 2015*  
*Job Description:*

- Report directly to the CEO on daily & monthly basis
- Receive incoming telephone calls and direct it to the appropriate person
- Provide answer to customer \* branch enquiry
- Prepare the employee’s monthly salary, billing and expenses
- Monitoring NBI online transaction and cash monitoring from different head office branches
- Monitoring petty cash and office supply for each department
- *Handling internal communication, letters and emails and courier services*

Accounting Staff

EMILIO S. LIM APPLIANCE (Head Office)  
*Makaty City, Philippines*  
*May 2012 to June 2013*  
*Job Description:*

- Reported directly to Account Supervisor for all account transaction monthly
- Provide accounting and clerical support to the accounting department
- Preparing check’s and bank deposit and maintain counting documents
- Preparing all needed documents from different branches
- Responsible to prepare and review all incoming invoices including filing & encoding in the system
- Provide assistance and support to company personnel

TRAINING & SEMINARS

ANTI-MONEY LAUNDERING LAW  
*May 09, 2014*  
*Central Bank of the Philippines*  
*Manila, Philippines*

2GO EXPRESS-MANILA PRODUCTS & SERVICES TRAINING  
*June 21-23, 2013*  
*PinoyPera Padala Inc.*  
*Quezon City, Philippines*