

Ma. Nichole Jane G. Ramos

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Job Objectives:

- Seeking a new challenging job in a dynamic and growing organization to enhance and share my knowledge and potentials where there is an opportunity for personal growth and professional development.

Personal Information:

Date of birth:	April 22,2001
Nationality:	Filipino
Gender:	Female
Visa Status:	Tourist Visa

Education:

2019-2023
TARLAC CHRISTIAN COLLEGE
Bachelor of Science in Business Administration major
in Financial Management

2017-2019
ASIAN INSTITUTE OF COMPUTER STUDIES
Senior High School

Working Experience:

Jelexie (Cake and Pastry) 2023-2024

Accounting Assistant

Job Details:

- Greeting the customer with a smile
- Inventory
- Ordering stocks on a daily basis
- Checking of deliveries.
- Monitor the sales
- Achieving sales target and quota
- Encoder for Sales
- Document Control
- Ensuring prices and bar codes are correct.
- Handling bills and petty cash
- Preparing monthly report

On the Job-Training

Bureau of Internal Revenue (Philippines)

- Assisting
- Administrative work

Skills & Qualifications:

Teamwork
Time Management
Fast learner Willing
to be trained
Keen to Details
Computer Skills
(MS-Office
Literate)

I hereby certify that the above-mentioned information is true and correct to the best of my knowledge and belief.

Ma. Nichole Jane G. Ramos