

RUTHAN RONDAY

ADMINISTRATIVE ASSISTANT

Metro Manila, Philippines | +63927541-7353 | rronday0518@gmail.com

PROFILE SUMMARY

Administrative Assistant for 7 years with training in a wide range of office administration tasks. Able to work under pressure and collaborate with a team. Successful record of fielding phone calls, providing information to clients and acting as liaison between departments. During Pandemic I also worked as a Virtual Assistant- Service Administrator in an Australian company. I also acquired experience for 3 years as an Accounting Staff, maintained accurate accounting files, payrolls, inventory and accounts receivables.

PROFESSIONAL SKILL

Organizational Skills Time Management
Teamwork Interpersonal Skills

TECHNICAL SKILL

Software Proficiency Analytical Reasoning
Accounting Customer Service

EDUCATION

Bachelor of Science in Accountancy 2020-2022
Philippine Christian University
Metro Manila, Philippines

Bachelor of Science in Commerce, Major in Management Accounting 2006-2010
Saint Vincent's College, Inc
Dipolog City, Philippines

WORK EXPERIENCE

Virtual Assistant - Service Administrator March, 2021 - Present
24x7 direct, Australia (Remote)

- Enter daily times on Excel spreadsheet and then in Job Costing System.
- Close Down Coles Group Jobs from Times Sheets on the Website
- Keep Backlog Updated daily, & edit job sheets when required
- Price job sheets for invoicing, and apply for upgrades
- Answering phone inquiries from Technicians
- Process creditor Invoices in Job Costing System.
- Preparing reports on a daily and weekly basis
- Keep communication between the office on workflow.
- Keep email correspondence up to date.

**Administrative Assistant
MI Manila, Inc (Subaru), Philippines**

November 2013 – November 2020

- Making Statements of Accounts, Promissory Notes and Chattel Mortgage, Amortization Schedule, and other bank related documents
- Confirming the validity, and other details of Bank/Company's purchase orders.
- Verifying the client's signatures, and authenticity of other documents
- Creating sales invoices and delivery receipts
- Answering phone calls and emails from clients
- Preparing/Encoding documents for Police clearance.
- Preparing documents for Land Transportation Office registration.
- Updating weekly insurance performance reports.
- Follow up collections for unpaid insurance policies
- Helping the company to boost the insurance income through selling insurance renewals.
- Writing insurance policies.
- Assisting clients to facilitate their insurance claims.
- Handling customer's concerns effectively and efficiently

Accounting Staff

July 2010 – June 2013

Dipolog Evergood Oxygen Gas Corporation, Philippines

- In-charge of inventory in plant production
- Reviewing daily cash deposits in our main office and two branches.
- Coordinating with the orders and deliveries in our trucking services.
- Making daily reports and remittances for the shipping agency
- Auditing the daily issued official receipts and deposits.
- In-charge in Payroll and Accounts receivable/collection.

Other Information

- **Co-Owner of Motorcycle Shop and Laundry Shop Business**