

AILEEN JOY C. RAMOS

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WORK EXPERIENCE

APRIL 2021–PRESENT

Secretary/HR Staff | Unifour Construction Supplies & Trading Corp.

Valenzuela City, Philippines

- Download and printed DTRs for employees.
- Manage timekeeping records.
- Compile DTR summaries for billing in Excel.
- Handle employee deductions in the payroll system, including government contributions, cash advances, and other deductions.

NOVEMBER 2020–JANUARY 2021

Payroll Reliever | UniStar Corporation

Valenzuela City, Philippines

- Download and print DTRs for 400+ employees.
- Maintain timekeeping records for DTRs.
- Compile DTR summaries for billing using Excel.
- Manage employees' deductions in the payroll system.
- Created a summary of payroll deductions, including government contributions, cash advances, and other deductions.

MAY 2016 TO JUNE 2020

Secretary | TYBTG Corporation

Valenzuela City, Philippines

Account Management Department

- Attend meetings with the client regarding accounting, billing, payroll, and employee concerns.
- Respond to client inquiries about the billing of Daily Time Records (DTR) through emails and phone calls.
- Temporarily recruit staff for provincial recruiting and hiring of employees.
- Conduct employee orientations to explain company policies, payroll calculations, payslip components, and deductions.
- Maintain a high level of satisfaction among both employers and employees.
- Address employee concerns through phone calls, Facebook Messenger messages, and emails.

EDUCATION AND TRAININGS

2021

Basic Occupational Safety and Health Online Training

1SHEPHERD Corporation

2003

High School

Saint Michael School of Marilao

Marilao, Bulacan, Philippines

1999

Elementary

Pasolo Elementary School

Valenzuela City, Philippines

SKILLS

- **MANAGEMENT AND ACCOUNTING**
Proficient in management and accounting principles.
- **COMMUNICATION**
Strong communication skills.
- **COMPUTER PROFICIENCY**
Skilled in Microsoft Office applications, including MS Word and Excel.
- **WORK ETHIC**
Honest and hardworking.
- **ADAPTABILITY**
Quick learner and able to perform effectively under pressure.

(continued)

Accounting Department – Payroll Section

- Downloading soft copies of Daily Time Records (DTR)
 - Manually downloaded and printed DTRs for approximately 50 employees.
- Timekeeping for Daily Time Records (DTR)
- Compiling a summary of Daily Time Records (DTR) for billing in an Excel file.
- Entering employees' deductions into the company's payroll system.
- Creating a summary of deductions in the payroll in an Excel file, including:
 - Government contributions.
 - Cash advances.
 - Other deductions.

Production Department

- Monitoring all raw materials.
- Tracking all incoming and outgoing records of raw materials.
- Addressing supplier concerns related to delivery and payment.
- Processing payments to suppliers.
- Keeping track of check payments.

2015–2016

Promodiser/Purchasing Staff | Robinsons Supermarkets (IPI Company)

Valenzuela City, Philippines

- Monitoring product inventory.
- Organizing store displays.
- Assisting customers with product inquiries and concerns.
- Liaising with suppliers for raw materials.
- Processing supplier payment vouchers.
- Managing supplier document filing.
- Generating monthly expense reports, covering purchases, taxes, bills, and miscellaneous expenses.

2006–2008

Promodiser | K World Internet Café

Davao City, Philippines

- Monitoring products going in and out.
- Organizing products according to store displays.
- Addressing customer inquiries and concerns regarding products.

CHARACTER REFERENCES

MAUREEN CABESAS

Promodiser

+63 923 418 6004

LOVELYN BUSA

Brgy. Staff

Dalandanan, Valenzuela City

JAIME MATIAS

Health Speaker

+63 995 479 9376

PERSONAL DATA

Age: **38 years old**

Citizenship: **Filipino**

Languages spoken:
English, Tagalog