

JENNIFER F. RAGOT

Seeking positions as a caregiver. Love aiding the elderly in their time of need for special attention. Have experience providing exceptional care to elderly patients. Skilled in assisting patients with daily living activities, monitoring vital signs and administering medication.

CONTACT

-  +63 9228-759028
-  jhenny.ragot07@gmail.com
-  Blk 5 Lot 12 Meyland Homes Lawa
Meycauayan Bulacan, Philippines

EDUCATION

Bachelor of Science in Business Administration
(major in Marketing Management)
University of Caloocan City
1996 - 2000

CERTIFICATE

Caregiving NCII (786 hours)
Caret HealthCare Institute, Inc. / Tesda
May 2023 – September 2023

English Proficiency Classes
Enhanced English language skills.
Elite Institute
September 11, 2018 - March 23, 2019

SKILLS

- Organized
- Flexible
- Independent
- Knowledge in driving
- Computer Literate
- Driving (License Holder)

ELIGIBILITY

Civil Service (Professional)
Civil Service Commission
Quezon City

EXPERIENCE

Elderly Caregiver (Volunteer)
Little Sister of the Abandoned Elderly (Sta. Teresa Jornet Home)
153 F Blumentritt St. cor R Pascual, Brgy. Tibagan, San Juan, Philippines
October 08, 2023 - present

- Worked with up to 30 residents with their daily living activities, including bathing and bathroom needs.
- Assisted with medications, feeding, dressing, and transferring patients from chair to bed.
- Performing necessary housekeeping to maintain a clean-living space

Accounting Clerk
UTS Logistics & Distribution Co., Inc.
2060 Dr. Manuel L. Carreon St., Sta. Ana, Manila, Philippines
April 29, 2021 – present

- Bookkeeping, recording, carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations.
- Purchasing office supplies, equipment, and furniture. Overseeing the maintenance of office facilities, and equipment.
- Encoding using MYOB system.
- Documentation and processing of arrastre and wharfage, import and export, terminal handling, and container deposits.
- Check voucher and check printing.
- Prepare monthly Government Tax Returns, Vat Relief and Alpha lists.
- Monthly bank reconciliation and financial statement.

Bookkeeper
JFRI Financial Consultancy & Accounting Services
Fortune Village 6, Valenzuela City
April 01, 2019 – April 15, 2021

- Perform daily bookkeeping. Prepare financial report.
 - Filing and recording of the day-to-day financial transaction of the company in compliance with our government regulation and ensuring that they meet filing requirements and deadlines.
 - Handling 30 client's accounts. Process clients DTI and SEC certificate for their business.
 - Computing and filing BIR tax returns, Monthly and Quarterly Value Added Tax (BIR forms 2550M and 2550Q), Monthly Remittance Return of Income Taxes Withheld on Compensation (1601-C), Monthly Expanded Withholding Tax (0619E), Quarterly Income Tax Return (1701Q & 1702Q) and other BIR Forms need to comply for their business.
 - Process DTI, SEC, and Business Permit registration.
 - Encoding and monitoring of client's monthly sales and purchases.
 - Prepare billing or statement of account of a client.
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REFERENCES

Ma. Sheila Davatos/ Finance Supervisor

UTS Logistics & Distribution Co., Inc.
+63 956-4820903

Ferdinand Intia/ Owner

JFRI Financial Consultancy & Accounting Services
+63 917-3262610

Tess Ricafort /Nurse

United Kingdom
07960698227
teresita_ricafort@yahoo.co.uk

Josie Ragot / Nurse

104-8251 Cook Rd. BC V6Y1V3
6047839904

Secretary/Clerk

Huasanwan Food Mart, Inc.
639 Sta. Elena St., Binondo, Manila
2002- 2018

- Maintaining files and records to remain updated and easily accessible.
- Cashier reliever as needed.
- Administrative duties related to answering phone calls, faxing, and mailing and other day to day office duties.
- Handled accounting transaction including invoicing, accounts payable and purchasing functions.
- Responsible for bank deposits, tracking invoice and expenses.
- Managed inventory control with responsibility for sourcing and purchasing of supplies.
- Preparing and releasing of checks and issued OR's on office collections
- Prepare weekly sales and purchased reports to the management team on a bi-weekly basis.
- Monitoring of accounts payable and receivables.
- Handled order taking and processing.

Quality Control Inspector

Plastech Industrial Corporation
Iba, Meycauayan, Bulacan
2000 – 2001

- Responsible for inspecting and approval of products before shipping.
- Monitor operations to ensure that they meet production standards.
- Worked with internal company department to suggest improvements in the design, manufacturing, packing and handling of warehouse items.
- Prepared reports detailing defects, damages, and errors detailing time and costs incurred in the warehouse to correct issues.