

# JENNIFER F. RAGOT

Seeking positions as a caregiver. Presently working as a volunteer caregiver every weekend. Love aiding the elderly in their time of need for special attention. Have experience with clients that have limited mobility.

## CONTACT



+63 9228-759028



jhenny.ragot07@gmail.com



Blk 5 Lot 12 Meyland Homes Lawa  
Meycauayan Bulacan, Philippines

## EXPERIENCE

### Elderly Caregiver (Volunteer)

Little Sister of the Abandoned Elderly (Sta. Teresa Jorner 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 Staff

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, important 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.

### Account Officer

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.

## EDUCATION

### Bachelor of Science in Business Administration (major in Marketing Management)

University of Caloocan City  
1996 - 2000

## CERTIFICATE

### Caregiving NCII (786 hours)

Carenet 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

## ELIGIBILITY

### Civil Service (Professional)

Civil Service Commission  
Quezon City

## REFERENCES

### Tess Ricafort / nurse

United Kingdom

07960698227

teresita\_ricafort@yahoo.co.uk

### Josie Ragot / Nurse

104-8251 Cook Rd. BC V6Y1V3

6047839904