



BEATRIX RAMIREZ

GENERAL VIRTUAL ASSISTANT


ABOUT ME


Hi! I am Beatrix Nicole Ramirez. You can call me Beatrix (or Bea for short). A little fun fact about my name is that my mom got it from Beatrix Potter, an English writer, illustrator, natural scientist, and conservationist best known for her children's books.


I am a graduate of Bachelor of Science in Accountancy and am Civil Service Eligible (Professional). I am adept in the English language and have good communication skills. In terms of customer service, I go above and beyond to ensure customer satisfaction.

My hobbies are reading books- usually Thriller novels and poetry anthologies- and writing short stories and poetry.

 +63-935-395-0930

 bnramirez0530@gmail.com

 <https://myprofile.ph/beatrinxnicol eramirez>

 Batangas City, Philippines, 4213

Education

BACHELOR OF SCIENCE IN ACCOUNTANCY

Immaculate Conception College
2015-2019

Expertise

Administration

Language Skills

Time Management

Communications

Language

English

Korean

Japanese

Work Experience

2023

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EMPERADOR DISTILLERY – PROGREEN AGRICORP INC.

(CLERK (ADMIN. DEPT.))

2023

Encoding, scanning documents, perform other office duties as assigned

2021

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BALAYAN WATER DISTRICT

(CLERK)

2022

Encoding, Filing records, answering phone calls, scanning documents, customer service such as handling customer complaints

Internship & Training

SSS SATELLITE OFFICE – BALAYAN

(CLERK & INFORMATION DESK)

Administrative tasks and customer service such as handling customer complaints

References

Dhamielyn Sarno, MIT

ProVA PH/PROJECT MANAGER

Phone: +63-915-8325-

Email: dhamsarna@gmail.com