

CLARICEL M. RAMOS



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0466-524-839

CERTIFICATIONS

Police Check
P1 Driver License
First Aid & CPR
Covid19 Certificate
WWCC (Working with Children
Check)
NDIS (National Disability Insurance
Scheme)
Ageing Support Cert IV (ongoing)

EDUCATION

Queensford College
Level 3, 1 Fitzwilliam Campus,
Parramatta NSW • Expected in
07/2024

Certificate IV: Ageing Support

City University Of Pasay
Pasadena, Pasay City • 03/2015

Bachelor of Science: Office
Management

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level of any position. Ready to help team achieve company goals.

WORK HISTORY

Metou Care Pty Ltd - Support Worker
Eastwood, NSW • 11/2023 - Current

- Assisted clients with daily living needs to maintain self-esteem and general wellness.
- Helped clients manage and reach individual goals, supporting independent progression and social skills.
- Transported clients to appointments, shopping venues and entertainment events according to determined schedule.
- Kept clients engaged in social networks and communities for personal health and growth.
- Documented client progress and activities in accordance with agency policies and procedures.
- Monitored clients' progress to adjust treatment plans accordingly.
- Conducted home visits to assess clients' home environment and provide support.

EB Testing Center Inc. - HR-PAYROLL OFFICER
E. Bolivar Bldg. 10 P. Burgos, Quezon City • 04/2022 - 07/2023

- Performed calculations in overtime, vacation, and sick hours to provide accurate data to payroll processing database.
- Uploaded time records into computer system and made adjustments to create accurate database for payroll processing functions.
- Applied knowledge of regulations, employment law, and tax code to keep operations in compliance with applicable standards.
- Produced payroll activities documentation and reports to meet corporate guidelines and promote transparency.
- Reviewed time records for 310 employees to verify accuracy of information.
- Tracked employee vacation, sick and personal time.
- Completed payroll accurately and timely to meet employee expectations.
- Performed data entry tasks and maintained accurate records of employee payroll information.
- Maintained confidentiality of employee records and payroll information.
- Managed and updated employee benefits information.
- Maintained employee privacy and protected payroll operations by

keeping all information confidential.

- Generated reports to track employee time and attendance.
- Updated employee files with new details such as changes in address or salary levels.
- Assisted with recruitment and onboarding of new employees.

Capital Homes Realty Inc. - Administrative Secretary

3rd Floor Pine Lake View Bldg. Baguio City • 09/2017 - 01/2018

- Responded to inquiries from callers seeking information.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Created and updated records and files to maintain document compliance.
- Provided clerical support to company employees by copying, faxing, and filing documents.
- Kept reception area clean and neat to give visitors positive first impression.
- Communicated with customers via phone and email to confirm deliveries and respond to inquiries.

Smartpark System Solution Inc. - Administrative Assistant

Bonifacio Global City, Taguig • 08/2016 - 03/2017

- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Executed record filing system to improve document organization and management.
- Scheduled office meetings and client appointments for staff teams.
- Received and sorted incoming mail and packages to record, dispatch, or distribute to correct recipient.
- Created and maintained databases to track and record customer data.
- Managed department budgets and generated financial reports for management review.

SM Mart Inc - HR Assistant

Ayala Center, Makati City • 08/2015 - 12/2015

- Documented human resources records and maintained confidentiality of sensitive personal information.
- Responded to inquiries by answering telephone calls, in-person questions and emails.
- Updated Human Resources Information System (HRIS) database, maintained data accuracy and assisted with system changes.
- Maintained office supplies, distributed mail and processed invoices for payment.
- Oversaw and managed hiring process and assisted human resources.
- Reviewed and screened applicant resumes to identify qualified candidates.

Clinica Santos - On-the-Job Trainee

M. Reyes, Pasay City • 12/2014 - 03/2015

- Learned new materials, processes, and programs quickly.
- Medical
- Surgical
- Laboratory Section
- Participated in on-the-job training, working closely with supervisors

and coworkers and asking appropriate questions.

Standard Insurance Company - On-the-job Trainee

Petron Mega Plaza Bldg. Makati City • 11/2013 - 03/2014

- Participated in on-the-job training, working closely with supervisors and coworkers and asking appropriate questions.
- Attended training courses to build understanding of processes, techniques, and industry.
- Collaborated with employees from various backgrounds.
- Acted with integrity, honesty and knowledge to promote culture of company.

ADDITIONAL INFORMATION

CHARACTER REFERENCE

Chiqui Cyril Melon Mombay
Ageing Support-Cert IV Professor
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