**MANILYN B. RAMIREZ**

B-156 M. Acyatan St. Ibaba del Norte

Paete, Laguna

Mobile No. 09075439715

Email Add: [manilynramirez027@yahoo.com](mailto:manilynramirez027@yahoo.com)

**QUALIFICATIONS**

* Graduated Bachelor of Science in Business Administration Major in Management with Computer Application.
* Accomplished 400 hours On-the-Job Training at Rural Bank of Magdalena-Paete Branch
* Knowledge in computer application, MS Word, MS Excel, MS Power Point, MS Access and Data Base.
* Well developed telephone communication skills, patient, resourceful, and punctual.

**EXPERIENCE**

**Practicum Works:**

On-the-Job Training 1. Record Keeping

Rural Bank of Magdalena 2. Scanned Documents

Paete Branch 3. Filed Documents and Files

Paete, Laguna 4. Make cash flow statement

April 23, 2012 to July 31, 2012 5. Journalized Transaction

**EDUCATIONAL ATTAINMENT**

Tertiary ACTS Computer College

Sta. Cruz, Laguna

Course : Bachelor of Science in Business Administration

Major in Management with Computer Application

Graduated : S.Y. 2012-2013

Secondary Poten & Eliseo Quesada Memorial National High School

Paete, Laguna

Graduated : S.Y. 2008-2009

**PERSONAL DETAILS**

Age : 20 yrs. old

Date of Birth : December 7, 1992

Birthplace : Paete, Laguna

Gender : Female

Height : 5’3’

Religion : I.F.I (Aglipay)

Marital Status : Single

Father’s Name : Nestor M. Ramirez

Occupation : Tricycle Driver

Mother’s Name : Marina B. Ramirez

Occupation : Deceased

**SEMINARS ATTENTED**

September 04, 2010 - Personality Development

October 22, 2011 - Solid Waste Management Through

Vermicomposting Technology

February 09, 2012 - ACTS 1st BEST (Business, Entrepreneur,

Synergies Symposium Thrust of a Sustainable Economy)

March 02, 2013 - ACTS 2nd BEST (Business, Entrepreneur,

Synergies Symposium Thrust of a Sustainable Economy)

March 21, 2013 - Job Hunting Symposium

**CHARACTER REFERENCES**

**Dr. Ma. Luz P. Salvador**  **Mrs. Lolita A. Acupanda**

College Dean Branch Manager

ACTS Computer College Rural Bank of Magdalena-Paete

Sta. Cruz, Laguna Paete, Laguna

Tel. No. 501-1484 Tel. No. 557-2207

**Prof. Marissa L. Dimarucot**

Professor

ACTS Computer College

Sta. Cruz, Laguna

09214349898