

# Ramiro Colmenares

## Finance Assistant



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[Ramiro Colmenares](#)



Street 76a #86-16

Bogota D.C., Colombia



## WORK EXPERIENCE

June 2015 - GNB Sudameris BANK

June 2021 Finance Assistant - Excel

Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.

Managed Access databases converting complex data into easy-to-interpret data.

Generated reports and typed letters in Word and prepared PowerPoint presentations.

Performed research to collect and record industry data.

Arranged rapid office equipment repair and maintenance with vendors.

Edited subcontractor proposals, project punch lists, transmittals and memorandums for organizational support.

Monitored premises, screened visitors, updated logs, and issued passes to maintain security.

Processed invoices and expenses using QuickBooks to facilitate on-time payment.



## Summary

Reliable Administrative assistant with experience managing front desk operations and offering general office support. Detail-oriented specialist with background coordinating scheduling and record-keeping. Efficient typing and transcription skills. Responsible, punctual and productive professional when working with little to no supervision.



## Courses

### MacQuarie University - Sydney

Excel Skills for Business (Advanced) -  
Developed spreadsheets, database,  
dynamic pivots, charts.



## Languages

English ● ● ● ○ ○

Spanish ● ● ● ● ●



## EDUCATION

2017-08

Minuto de Dios University

2020-04

Degree in Finance Administrator

Diploma Coaching and leadership.

Excel, macro, dynamic tables, presentation of reports, budgets and data base.



## Skills

Fast Learner



Ability to work  
in a team



Effective time  
management



Highly  
responsible



Highly  
reliable

