



ROMARK E. ALEJADO

CONTACT DETAILS

 0935-837-3580

 Dumaguete City, Negros
Oriental 6200, Philippines

 romzjado@gmail.com

 live:romzjado

OBJECTIVE

To be able to gain experience and pursue highly challenging and creative career. To enhance my capabilities and qualifications so that I have the opportunity to prove myself as a competent employee.

PERSONAL INFORMATION

Age: 29 years old
Gender: Male
Height: 6'0"
Status: Single
Date of Birth: March 08, 1993

SKILLS

- Customer Service Representative
- Administrative Skills (General)
- Appointment setter /Procuring Knowledge/Data Entry
- Accounting Skills
- Bookkeeper
- Computer Literate
- Typing Skills-44 WPM
- Excellent interpersonal, verbal and written communication skills.
- Can work overtime and even under pressure.

AWARDS

- Delonix Marketing Employee of the year
- Filtermax Award Employee of the year
- Filtermax Loyalty Award

EDUCATIONAL ATTAINMENT

Foundation University
Bachelor of Science in Business Administration Major in Management Accounting
Undergraduate

WORK EXPERIENCE

Employer: Upround Partners
Address: 1431 W Harrison Ave. La Habra CA 90631
Account / Job title: Accounting Specialist

- I Handle Accounts payables.
- I Handle Accounts Receivables.
- Taking care of the account inbox email.

January 4, 2021-February 28, 2022

Employer: Shift 2 Sell - Flat Fee Realty
Address: 261 7th St. W St. Paul MN 55102 USA
Account/Job title: Accounting Specialist

- Handle Accounts payables.
- I Handle Accounts Receivables.
- Taking care of the account inbox email.

April 1, 2020 - December 31, 2020

Employer: Filtermax Australia
Address: Albury NSW, Australia
Account/Job title: Director's Assistant, Accounting Specialist

- Setting Business and Personal Meetings.
- Organizing Files and documents.
- Taking care of the account inbox email.
- I handle Accounts payable and receivables.
- I handle suppliers invoices.

February 07, 2019 - March 31, 2020

Employer: Delonix Marketing
Address: Dr.V. Locsin St, Dumaguete City
Account/Job title: Emergency trade Services/Procurement Specialist, Executive Asst., Bookkeeper Assistant

- Procuring trades for Construction workers.
- Setting Business and Personal Meetings.
- Organizing Files and documents
- Taking care of the account inbox email.
- I handle Accounts payable.

TOOLS

- Intuit Quickbooks
- Bill.com
- Sage Intact
- WaveApps
- Magento
- Canva
- MailChimp
- Fishbowl
- Google Spreadsheet
- Lightworks
- Airtable
- G-Suite
- Reckon Accounts
- Quickbooks Desktop
- Xero
- Ontraport
- Shopify
- AirTable
- Ontraport
- Slack
- Microsoft Teams
- Sage Enterprises
- Plexxis
- Supplypro
- Meister

- I handle suppliers invoices and purchase orders.
- I handle quarterly inventory both income and capital for bookkeeper.

November 6, 2017–January 31, 2019

Employer: Teletech Dumaguete Delivery Center

Address: DBP IT Plaza, South Rd. Dumaguete City

Account / Job title: Anthem Blue Cross Insurance/Technical Representative

- Handling Technical Calls.
- Handling Small Claims Calls.
- Handling Benefits Breakdown Calls.

March 02, 2015–October 31, 2017

Employer: Sports Resources INC.

Address: #73 C Raymundo Avenue Barangay Caniogan, Pasig City

Account/Job title: Sales/Sales Consultant

- Weekly Product Inventory.
- Monthly Sales Audit.
- Monthly Product inventory.
- Quarterly Product Purchase Order.

February 16, 2014–February 22, 2015

Employer: Provincial Engineer's Office

Address: Capitol Area, Dgte. City

Account/Job title: Maintenance Dept./Accounting Clerk I

- Creating Construction Materials Purchase Order.
- Creating Employees Payroll.
- Creating Heavy equipment Vouchers.

July 1, 2011–November 28, 2013

Employer: Qualfon Inc.

Address: Dr.V. Locsin St, Dumaguete City

Account/Job title: Legacy Service Provider/Supervisory Call

- Handling Technical Call.
- Handling Complaint Calls.
- Handling Supervisory Calls.

REFERENCE

Available upon request.