



ARIES MONCIAR RAMOS LADOR

Professional Summary

Determined person to continually exceed expectations. Willing to take on added responsibilities to achieve desired results.

Skills

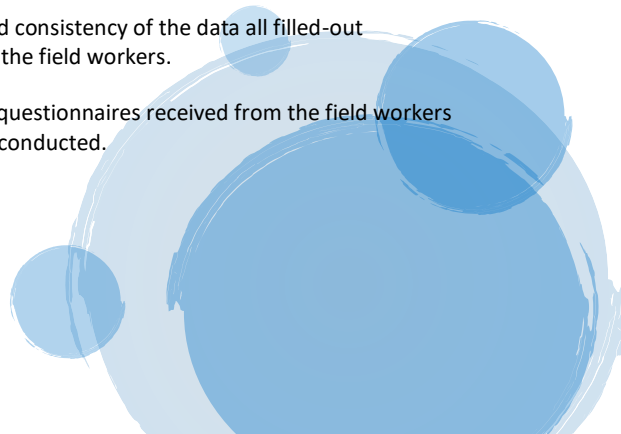
- Strong Interpersonal and Communication Skills
- Idealistic and Proposed Useful Initiatives.
- Highly Detailed-Oriented and Exceptionally Organized
- Quantitative and Qualitative Analysis
- Advance Computer Proficiency

Experience

Billing Officer February 2018 - Current **Living Hope Hospital Inc. – Maasin City, Southern Leyte**

1. Manage the accounts of our patients.
2. Update patient information database.
3. Process credit memos and
4. Front lining customer service.

Project Development Officer I October 2017–December 2017 **Department of Social Welfare and Development- Southern Leyte**

1. Participated in all the trainings involving data collection and encoding.
 2. Mastered the survey toll (including understanding and knowing the purpose of the questions), and served as a resource person to respond to queries and ensure clarity among Field Workers.
 3. Checked for completeness and consistency of the data all filled-out questionnaires received from the field workers.
 4. Manually edited all filled-out questionnaires received from the field workers on the day the interview was conducted.
- 



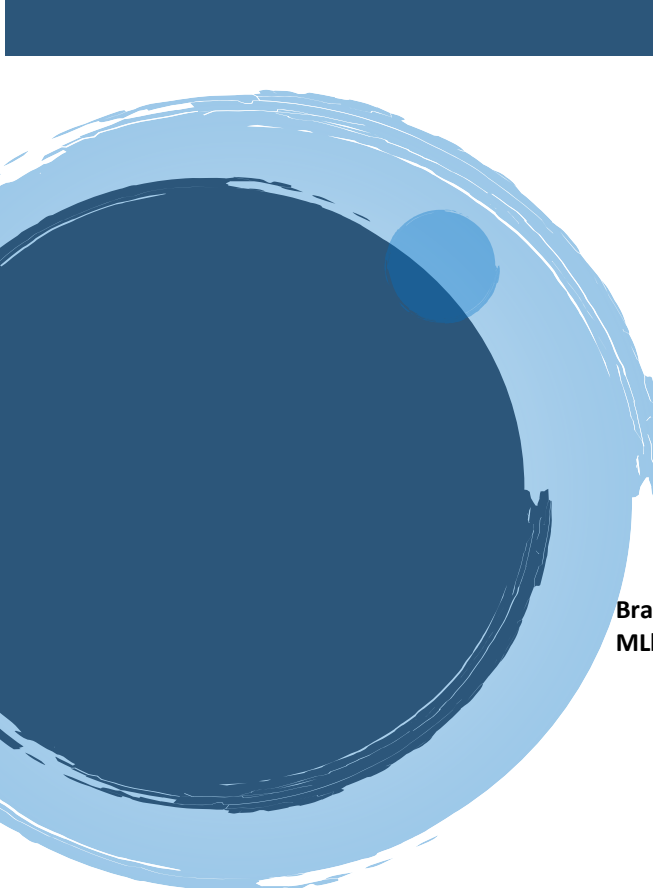
Asuncion, Maasin City
Southern Leyte, 6600



+639954647309



Ariesmonciarlador2020
@gmail.com

- 
5. Recommended back-checking of questionnaires as necessary based on the assessment of data quality in filled-out questionnaires received from the CDA's.
 6. Endorsed quality-checked data for submission to the provincial level of operation.
 7. Reported any issues regarding the performance of Field Workers to the Field Supervisors.

Branch Manager **June 2012–February 2017**
MLhuillier Philippines Inc.- Mandaluyong City, Metro Manila

1. Checked and balanced end of day transactions.
2. Updated sales journal for BIR purposes.
3. Responsible for and maintained the branch daily cash flows allowance.
4. Prepared the accounts and expense information needed by accounting for the generation of monthly financial statements.
5. Conducted a monthly business review that includes sales drivers, both positive and negative as well as plans and strategies.
6. Maintained a healthy inventory level in the branch.
7. Kept branch attendance and created schedule for day offs and breaks and instilled employee discipline in a highly professional level.


Branch Staff **August 2010–May 2012**
MLhuillier Philippines Inc.- Mandaluyong City, Metro Manila

1. Functioned as daily cashier and responsible for the cash in the cash drawer.
2. Checked and balanced end of day transactions and submits daily sales report in the system.
3. Deposited Cash and filed validated deposit slips.

Education

Saint Joseph College, Maasin City Southern Leyte
Bachelor of Science in Commerce Major in Management Accounting and Finance

Certifications

- Orientation/Seminar on Anti-Money Laundering Act
 - Integrated Seminar Workshop on Nurturing Work Ethics that Companies value Most and Excellent Customer Service-Executive Development Academy
 - Know your Money and Counterfeit Detection Seminar
- 



References

- Engr. Christopher C. Arbiol – DPWH Southern Leyte/ Civil Engineer
Contact Number: 09771941421
- Ronald Salas – Diocesan Social Action Center of Maasin, Project Coordinator
Contact Number: 09067352908
- Jay Arr Bantiles – DSWD Region 8 Administrative Assistant;
Contact Number: 09097518280

