




DANNIE ROSS LUMANTAO



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 Dasmariñas, Cavite
Philippines

Education

**Bachelor of Science in
Tourism Management**
University of Mindanao
2015 - 2022

**Tourism Management
Track (Online OJT)**
Hospitality Institute of
America-Philippines Inc.
Silver Award - GWA: 94.08
2022

Certifications

PROVA PH
General Virtual Assistance Training
July 2024

EF SET
English Proficiency Test
Reading - C2 Proficient
Listening - C2 Proficient
November 2024

Skills

General Administrative
Assistance

Data Management

Attention to Detail

Adaptability and Quick
Learning in New Systems
and Tools

Project Coordination

Analytical Thinking

Profile

A versatile professional with a background in administrative support, purchasing, and accounting tasks. Eager to leverage proven organizational skills and adaptability to excel in various job positions and contribute effectively to organizational success.

Work Experience

Venlexgab Engineering Services

Admin Staff

2021
-
2024

- Monitor company's payables
- Reports cash and check disbursements
- Monitor and report issued check dues
- Answering phone calls
- Vendor/Supplier Research and Evaluation
- Negotiates with suppliers
- Creating and sending of Purchase Orders
- Tracks orders
- Verifies invoices
- Payment reconciliation
- Payroll disbursement
- Payroll disbursement liquidation report

Australian Distribution Pty Ltd

Virtual Assistant

2024

- Product Finding (eBay)
- Data entry
- Product Article Writing
- Dropshipping (Automated and Manual Order Processing)

References

Dhamielyn A. Sarno, MIT
ProVAPH / Co-Founder

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Onboarding

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Elyshah Mae Puentenegro

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