

RICHMOHR ANDUS

Your Reliable, Organized, and Creative Virtual Assistant

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■ PERSONAL STATEMENT

Let's work together to make your business top-notch! I'm a hardworking, motivated, and dedicated team player who goes the extra mile to deliver excellent results. My goal is to help your business grow efficiently while maintaining quality, creativity, and professionalism in every task I do.

■ ABOUT ME

Hi! I'm Richmohr Andus, a dedicated and creative Virtual Assistant with over 5 years of experience in the finance industry, and strong exposure to administrative, communication, and customer support tasks.

I've built a solid foundation in Microsoft Excel (Advanced, including Macros), Word, and PowerPoint, along with productivity tools like OneNote, Microsoft Calendar, Zoom, and Teams.

Having worked in both corporate finance and call center environments, I've learned the value of empathy, professionalism, and adaptability in every client interaction.

■ PROFESSIONAL BACKGROUND

Finance & Accounting (5 years)

- Experienced in full-cycle finance processes
- Detail-oriented and analytical
- Skilled in maintaining organized and accurate data

Customer Service / Call Center Experience

- Handled telecom accounts including Verizon, AT&T, T-Mobile, and Sprint
 - Provided sales assistance and phone usage guidance
 - Learned call handling, empathy, and rapport-building
 - Balanced sales and service performance effectively
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■ TECHNICAL & ADMINISTRATIVE SKILLS

- Microsoft Excel (Advanced, with macros)
 - Microsoft Word
 - Microsoft PowerPoint
 - OneNote & Calendar Management
 - Zoom & Teams
 - ChatGPT Prompting
 - Xero Certified Bookkeeper
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■ VIRTUAL ASSISTANT FOCUS

- Appointment Setting
 - Bookkeeping Assistance
 - Email and Calendar Management
 - Data Entry and Reporting
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■ WHY WORK WITH ME

- Strong work ethic and initiative
 - Excellent communication and empathy
 - Fast learner and adaptable
 - Creative yet detail-oriented
 - Committed to long-term collaboration
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■ TECH & EQUIPMENT READINESS

- Intel i5 laptop, 4GB RAM, 120GB SSD
 - Noise-cancelling headset
 - Dual-monitor setup
 - Stable internet connection
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■ WORK READINESS & AVAILABILITY

I am fully equipped and ready to work remotely with a reliable setup and professional communication tools.

- ■ Dual-monitor workspace with noise-cancelling headset
 - ■ Stable internet connection for meetings and file sharing
 - ■ Available for both full-time or part-time remote roles
 - ■ Preferred schedule: Philippine Time (GMT+8), flexible for clients
 - ■ Open to learning new tools and adapting to team workflows
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■ SIGNATURE

Thank you for your time — I look forward to working with you!

– Richmohr Andus
