






Ronald Ceniza

Virtual Assistant ||
Customer Care Specialist

CONTACT:

-  0938-317-2060
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-  Cagayan de Oro City,
Philippines

SPECIALIZATION:

- **Bookkeeping** (Proficient in Quickbooks Online and Xero)
- **Customer Service**
- **Social Media Marketing**
- **Data Entry**

ABOUT ME:

Hey, I'm Ron!

I am an experienced **Virtual Assistant** of a property management company in the United States, working as a Bookkeeper and a Merger and Acquisition Prospect Analyst.

In recent years, I have gained experience as a **Customer Care Specialist** of a leading BPO industry for 2 years taking both inbound and outbound phone calls in a multi-billion-dollar bank based in the United Kingdom, handling savings, loans, and credit card accounts.

EXPERIENCE:

C4 Solutions LLC

Virtual Assistant

March 2024 - Present

Polytechnic College of Davao del Sur

College Instructor

Jan 2021 - Dec 2023

Concentrix

Customer Care Specialist

Oct 2015 - May 2017

TECH & APP SAVVY:



CERTIFICATION:



Virtual Bookkeeping Course
February 25, 2024



**Quickbooks Online
Advance Training**
July 13, 2024