

## **Carina Saft Ramos**

242 Lakeport Road unit 22

St. Catharines, ON L2N 6V2

E-mail: [carinasaft@gmail.com](mailto:carinasaft@gmail.com)

Mobile: (905) 685-2935

---

### **Skills and Qualifications**

- Computer skills (ability to type 60wpm and to work with Word, Excel, PowerPoint and Outlook)
- Confidentiality of sensitive information
- Strong communication skills (certificate of outstanding essay from Business Writing Fundamentals course)
- Multi-task and effective time management skills
- Attention to detail and well organized
- Fluent in English and Portuguese

### **Education**

Office Administration Executive (2018 – Present)

Niagara College - Canada

- Core courses: Bookkeeping (using Sage 50), Customers Relations, Office Environment, Business Writing fundamentals and Business Communication, Advanced Document Development, Microsoft Outlook, Excel, Project Management, and PowerPoint.
- Current GPA: 92%

### **Professional Experience**

Office Administrator and Executive Assistant (2004 – Present)

Victory Assessoria (Camuto Group-Designer Brands, US) / Novo Hamburgo – Brazil

- Supervise all administrative personnel resolving administrative problems
- Responsible for all day-to-day financial transactions in accordance with the accounting principles. Manage the company's cashflow, invoices, forecasts, budgets and prepare management reports
- Daily interaction with the external accounting office becoming familiar with bookkeeping concepts, tax matters and business contracts
- In charge of human resources and payroll department controlling compensations, benefits and health and safety practices, all in compliance with the Brazilian Labor Law. Key contact person for employees' personal needs requests or work conflict matters
- Organized and approved all travels related matters such as airfare, lodging, transportation, expenses report and any other needs for all employees, including managers
- Responsible for all buildings and cars maintenance, supervising security and cleaning staff
- Manage insurance policies, leasing and financing contracts
- Prepared documentation for lawyers and provided information and files for audit purposes
- Executive assistant to the company's director managing all his personal businesses, bank accounts and personal needs

Carina Saft Ramos – (905) 685-2935  
Professional Experience continued

Financial and Administrative Assistant (2002)  
Inconline / Chennai (Madras) - India

- Responsible for all day-to-day financial transactions such as, managing the company's cashflow, forecasts, budgets and prepared management reports
- In charge of payroll department controlling compensations, benefits and health and safety practices
- Assisted employees that came from Brazil in settling down, preparing their places to live by renting the space, adding furniture and basic supplies
- Performed office routine such as opening mail, answered incoming phone calls, maintained office supply inventories and filings
- Prepared and modified documents such as correspondences, memos, reports and e-mails
- Organized travel and expense reports also preparing documentation and filling out forms for VISA purposes

**References**

References letters can be provided upon request.