

YOVANNA RAMASAWMY

PROFIL

I am a resourceful, determined, and flexible professional with a proactive, focused, and reliable work ethic. As a quick learner and enthusiastic team player, I possess the skills and experience to work both independently and collaboratively to achieve tasks within deadlines. Through my diverse experiences, I have developed a wide range of competencies and am eager to contribute to the success of your team in a new professional adventure.

ADDRESS

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EXPERIENCES

AUG 2025-PRESENT

Keystone Timber -ACCOUNTS CLERK

- Manage petty cash transactions, maintain accurate records of all daily cash expenses, and reconcile balances regularly.
- Handle accounts receivable and payable by preparing invoices, processing supplier payments, and following up on outstanding customer balances.
- Process journal entries and assist in month-end closing activities to ensure accurate financial reporting.
- Prepare and submit weekly financial and operational reports to management, summarizing cash flow, expenditures, and account activities.
- Monitor and manage stock control, ensuring accurate inventory updates, reconciliation between physical and system stock.

SEPT 2024 - AUG 2025

PROXIFRESH - ACCOUNTS RECEIVABLE CLERK

- Maintain accurate and organized records of transactions, including invoices, receipts, and payment history, in the company's accounting software or system.
- Respond to customer inquiries regarding billing issues, payment disputes, or account status in a polite and timely manner.
- Process journal entries, allocations, and bank statement reconciliations.
- Payments can be received via different methods, such as cheque, credit card payments, bank transfers, or cash, hence these payments must be log into the company's accounting system.
- Reconciliation and follow up MCB Factors
- Prepare and maintain periodic aging reports and other accounts receivable reports, providing regular updates to management on account statuses and collections efforts.

SEPT 2024 - DEC 2024 (PART TIME)

ABSA - OUTDOOR SALES REPRESENTATIVE

- Act as the primary point of contact for clients, addressing their concerns and needs promptly.
- Conduct on-site visits to understand client requirements and tailor solutions accordingly
- Prepare and finalize contracts and agreements with clients.

OCT 2020 - SEPT 2024

INTELCIA - DEBT COLLECTOR

- Update account statuses in the company's database.
- Offer feasible solutions that work for both the debtor and the organization.
- Maintain detailed and accurate records of interactions with debtors, payment agreements, and follow-ups.

JUNE 2020 - OCT 2020

SEVEN 7 EVENTS & MARKETING - SALES & MARKETING

- Identify potential customers and secure new business.
- Develop and implement strategies to meet or exceed sales targets.
- Address client inquiries and resolve concerns promptly.

OCT 2019 - MARS 2020

LE SUFFREN HOTEL & MARINA - FRONT OFFICE/ HOTESS/ CASHIER

- Greet and assist clients and visitors professionally.
- Manage phone calls, emails, and messages efficiently.
- Handle inquiries and provide information about the organization's services or products.

EDUCATION

Loretto College St Pierre

Institut Escoffier, ile Maurice - Degree in Hospitality Management

Seven 7 Events & Marketing - Certificate in SALES & MARKETING

Intelcia - Customer Relationship Management Internship

Sheffield School - Certificate in Junior Accounting

SKILLS

Language Proficiency: Fluent in English, French and Spanish

Proficient in computer tools: PowerPoint, Excel, and Word

Accounting/Finance: Accounts receivable/payable, reconciliation, budgeting, or financial reporting.

Time Management: Ability to prioritize and meet deadlines under pressure.

Organization: Strong ability to manage schedules, files, and records efficiently.

Valid Driving License

INTERESTS

Playing the guitar

Nature hiking

LANGUAGES

French

English

Spanish