



PEARL DALANGIN

GENERAL VIRTUAL ASSISTANT

PERSONAL PROFILE

I am looking for a new role as a Virtual Assistant which will help my extensive experience as an Treasury Assistant and Accounting staff to be further develop and utilized. I am adept in following instruction,, detail-oriented efficient and organized in applying virtual skills.

CONTACT ME AT

📍 219 BRGY. OPLES
LILIW, LAGUNA

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SKILLS AND INTEREST

- Administrative Assistant
- Data entry Specialist
- Transcriptionist
- Calendar Management
- Email Management
- Internet Research
- Website Management
- Social Media Management

WORK EXPERIENCE

Treasury Assistant

CARD Bank, Inc. | March 2011 to June 2012

- Prepare reports and other data
- Assist to the needs of Treasury Manager
- Communicate with the partners through email and phone calls
- Collect and encode data needed by the department

Corporate Accounting Staff

Asia Brewery Inc. | July 2008 to July 2009

- Maintains cash disbursement books
- Maintain Sales and Purchases book
- Prepare unadjusted Income Statement
- Prepare Journal Vouchers for non cash operating expenses

EDUCATION

Colegio De San Juan De Letran, Calamba, Laguna

Bachelor of Science in Commerce Major in Management Accounting | 2004 to 2008

St. Mary's Academy, Nagcarlan Laguna

Secondary Education
2000 to 2004