

MISCHELLE ESTIGOY-LALO

Sta. Monica, Sungay West
Tagaytay City, Cavite 4120, Philippines
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September 20, 2021

The Human Resource Manager
RODD MANAGEMENT, LTD
75 KENT ST.
CHARLOTTETOWN PE C1A 1N1

Re: Accounting/Administrative job

Dear Sir/ Madam,

Good day!

Further to the designated Employers listed for the Atlantic Immigration Pilot Program posted in the internet, I truly feel that it can be a good try for a perfect match for an accounting or Administrative job. I am an experienced Accounting Specialist with vast knowledge in accounting works for almost 19 years now, and 7 years as Administrative Officer, and I think I can offer my equipped skills for your bookkeeping needs.

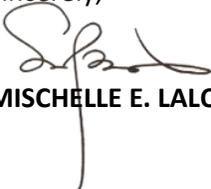
As an accounting officer for years, I have managed to accumulate a great deal of experiences in preparing all accounting works and reports which I took all the responsibilities—from expense recording, journal entries, trial balance preparation, assets, financial budgeting, financial statements etc., may it be in manual (Excel) or in accounting software such as QuickBooks. My outstanding expertise in these areas enable the company to achieve its goals, knowing that the financial and accounting side of the company is accurately and smoothly maintained. I can also handle other tasks that are non-accounting related jobs, from office administration and other skills such as video editing, content creation, graphic design, and background in search engine optimization (SEO) that I can also offer that I think would somehow contribute to your company.

Right now, I am still residing in my own country (Philippines), but I am with so much willingness to do all the best and legal procedures to pursue the job if you would allow me to offer my skills and experiences, and join your company. I am a person who is highly committed, tenacious, team-oriented, and motivated to quickly understand new working environment. On a personal level, I am open to any situation that can be challenging and test my adaptability, dependability, and trustworthiness.

Moving forward, I stand ready to provide significant service to your company in the role of Bookkeeper and would be happy to further discuss. Please feel free to contact me at my contact number [+63 9266105488](tel:+639266105488) or through my email address: mische02_iii@yahoo.com

Thank you for your time and I hope to speak with you soon.
Stay Safe!

Sincerely,



MISCHELLE E. LALO

MISCHELLE ESTIGOY- LALO
Accounting Specialist with Administrative Background

Sta Monica, Sungay West, Tagaytay City, Cavite 4120 Philippines | +63 9266105488 | Email: mische02_iii@yahoo.com

CAREER SUMMARY

Offers solid 19 years of extensive knowledge and experience in good accounting practices and still highly-motivated, goal-driven professional with proven excellent track record. Skilled in Microsoft Office, QuickBooks, problem solving, and demonstrated a good organizational contributions for effective analytical financial management.

PROFESSIONAL EXPERIENCE

Accounting Officer Tagaytay City, Cavite Philippines
Pag-Asa Social Center Foundation Inc. **May 2012 to Current**

- Performing accounting tasks, including Accounts payable and receivables, expenses and financial statements preparation.
- Maintaining and keeping the Foundation's Books of Accounts.
- Preparing the Foundation's Annual Budget and Annual expenses for the report to the Board of Trustees.
- Compliance and submission of the Foundation's report to the respective government agencies.
- Performing all banking transactions, bank reconciliation and fund management.

Administrative/Human Resource Officer Tagaytay City, Cavite Philippines
Pag-Asa Social Center Foundation Inc. **May 2012 to Current**

- Multi-tasking together with the accounting works.
- Screening and interviewing selected candidates and administering assessments for hiring and volunteering.
- Wages and Payroll preparation
- Maintaining and updating all personnel records.
- Identifying training requirements for existing employees and organizing various training sessions and workshops.

Noted Accomplishment:

- Introduced incentives and a systematic performance management system through performance appraisal at least every six months that developed staff's strength and increased efficiency and working relationships.
- Lead in the compliance, organizational and operational development for reaching highest target level for accreditation and membership in different NGO accrediting bodies such as Philippine Council for NGO certification (PCNC) Association of Foundations, (AF) and Department of Social Welfare and Development (DWSD).
- Established the Manual of Operations of the Foundation.

Bookkeeper/Accounting clerk Tagaytay City, Cavite Philippines
Focolare Tagaytay Carpentry Shop **April 2002- April 2012**

- Prepared and filed monthly and quarterly tax returns with on time submission to Bureau of Internal Revenue.
- Established and maintained a well-organized accounting system through manual and QuickBooks.
- Preparation and recording of all financial reports and submission to the government agencies.
- Maintained and updated the Books of Accounts and tracked the company expenditures.
- Helped in the customer service department.

EDUCATION

Bachelor of Science in Business Administration **Adamson University**
Major in Banking and Finance **Ermita, Manila Philippines**
1997- March 2002

SKILLS AND PROFICIENCIES

Other RELEVANT SKILLS (Non-Accounting related)

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| <ul style="list-style-type: none">● Financial Statements● QuickBooks Application● Office Administration | <ul style="list-style-type: none">● Video Editing (Premier Pro)● Content creation (Photoshop and Canva)● Virtual Assistance (Facebook ads, lead generation, SEO) |
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