

MICHAELA DOCTOLERO CASUGA

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Professional Summary:

Administrative Assistant with 6 years of experience managing business office functions and providing excellent level of support and wide range of office administration tasks to immediate superior and clients. An enthusiastic and professional employee. Able to work under pressure and collaborate with a team. Seeking to apply my detail-oriented talents and adaptable personality to fulfill the company's needs.

Education:

Bachelor of Science in Business Administration

Major in Financial Management

Don Mariano Marcos Memorial State University
San Fernando City, La Union, Philippines
2014

Certificate in Teaching

18 Unit earner

Don Mariano Marcos Memorial State University
San Fernando City, La Union, Philippines
2022

Skills:

- ❖ Computer Literate: MS Office
- ❖ Knowledge of handling customer complaint
- ❖ Customer Service oriented
- ❖ Ability to work in a fast-paced environment.
- ❖ Professional and friendly with the ability to resolve issues quickly.
- ❖ Capable of handling responsibilities with minimum supervision.
- ❖ Capable of learning and adapting to new challenges
- ❖ Excellent communication skills and interpersonal skills
- ❖ Decision-making and being able to cope with stressful situations.
- ❖ Knowledge of following instructions and learn new techniques.
- ❖ Great organizational and time management abilities.
- ❖ Strong time management skills to ensure all work is completed by the end of shift.

Work Experience:

ADMINISTRATIVE ASSISTANT III (BOOKKEEPER)

DEPARTMENT OF EDUCATION-PHILIPPINES

August 2022- present

- ❖ Keep the books of original entry and books of final entry.
- ❖ Posts financial transactions from the books of original entry to the general ledger.
- ❖ Balance the general ledger and keeps various subsidiary ledgers.
- ❖ Prepares trial balances, monthly statement of income and expenditures and other financial statements and reconciles treasury account and current and bank balances with book balances.
- ❖ Prepare Journal Entry Voucher
- ❖ Prepare Monthly Bank Reconciliation.
- ❖ Prepares correspondence on financial and bookkeeping matters.
- ❖ Monitors release of cash advances to both elementary and secondary schools without complete set of books.

ADMINISTRATIVE ASSISTANT III (CLERICAL ASSISTANT)

DEPARTMENT OF EDUCATION-PHILIPPINES

February 2017- August 2022

- ❖ Prepare personnel benefits (salary increase, mandatory deduction, etc.).
- ❖ Provides administrative and clerical support to his/her supervisor.
- ❖ Assist immediate supervisor in work related activities.
- ❖ Assist in custodianship matters.
- ❖ Ensure customer satisfaction.
- ❖ Answers phone call and emails.
- ❖ File all documents (reports, logbook, etc.)

License/ Certificate:

- ❖ Certified Human Resource Associate (CHRA) by Human Resource Educator's Association of the Philippines, INC. (HREAP)
- ❖ License Professional Teacher- Philippines (LPT) by Board of Professional Teachers