



ARRA T. LERIO

Virtual Assistant

PROFILE

Management Accounting Graduate.

I consider myself a responsible and orderly person.

I am looking forward for my first work experience at your company.

MARRIED, 5'6", BAPTIST

CONTACT ME

 +639569189164

 aytlerio@gmail.com

 Phase 2B Block 1 Lot 10 & 12, Acacia 2, Brgy. Pahanocoy, Bacolod City, Negros Occidental, Philippines 6100

➤ EDUCATION

UNIVERSITY OF NEGROS OCCIDENTAL RECOLETOS *October 2005*

➤ LANGUAGE

Filipino
English

➤ COMPUTER SKILLS

- Quickbooks
- Slide presentation.
- Microsoft Word, Excel
- Email Management

➤ WORK EXPERIENCE

OCTOSO VIRTUAL BOOKEEPING SERVICES-ADMINISTRATIVE ASSISTANT (DECEMBER 2018 - PRESENT)

- Handling clients email management task, appointment setting and data entry.

FIL GENERATORS AND SERVICES COMPANY-ACCOUNTING CLERK (JULY 1, 2008- APRIL 1, 2014)

- Assigned as over all in charge in making weekly and monthly report such as cash flow statement, income statement, sales report account receivables, accounts payable and making of payrolls.

▶ TRAINING

ALTER TRADE CORPORATION-ON THE JOB TRAINING (OCTOBER, 2004- DECEMBER, 2004)

- Assist Cashier in the daily encoding of cash receipts and performs bank transactions if necessary. And also, assist in the filling of accountable documents such as check voucher, journal vouchers and official receipts.

▶ SKILLS

- I have remarkable communication skills in English both written and verbal.
- I view multitasking as something that I can explore and will bring out the best in me by learning new things while serving the company.
- Able to work under stress and prepared to take responsibility.
- Willing to be trained and can easily grasp new ideas.
- Detail oriented.
- Willing to interact with other people.

▶ REFERENCE

Mrs. Janice Jocson Arriego

Secretary of Rotary Bacolod

Contact #: +639614863359

Mr. Emmanuel S. Salgado

Branch Manager

Fil Generator & Services Company

Contact #: +639171403971

Ms. Charmaine L. Cuenca

Account Officer

BDO Network Bank

Contact #: +639301821383

Mrs. Aileen T. Octoso

Accountant/Financial Analyst

Professional Eye Care Jamaica

Contact #: 09664824980

FIL GENERATORS AND SERVICES COMPANY-ACCOUNTING CLERK (JULY 1, 2008- APRIL 1, 2014)

- Inventory of monthly sales report and stocks inventory.
- Performed Bank transaction such as withdrawals check and cash deposits.

VIRGIE'S HOMEMADE PRODUCTS- ACCOUNTING CLERK (JULY 1, 2006- JUNE 28, 2008)

- As accounting clerk I am responsible in daily sales inventory.
- In charge in the issuance of checks and cash voucher and other work assigned.

JOLLIBEE FOODS CORPORATION- SERVICE CREW (NOVEMBER 13, 2005- APRIL 13, 2006)

- As cashier I am responsible in the proper taking of customers order and preparing of same as timely as possible. As cashier proper monitored and reconciled.