ALI DAVE MAQUILAN

Administrative Support | Bookkeeper | Data Entry Specialist

  

ABOUT ME

I have over 12 years of experience in administration, customer service, and operations. I am used to dealing with different people, handling documents and records, coordinating tasks, and making sure things are completed properly and on time. I can work independently or with a team, and I am comfortable handling different responsibilities depending on what the job requires. I am dependable, organized, willing to learn, and able to adapt to new situations and work demands.

STRENGTHS

- Exceptional Attention to Detail & Accuracy
- Structured Documentation & Reporting
- Analytical Thinking & Discrepancy Identification
- Time Management & Process Adherence
- Confidentiality & Integrity
- Proactive & Client-Focused
- Client-Focused and Results-Driven Mindset
- Highly Process-Oriented and Organized
- Efficient Multitasking Ability
- Technologically Savvy and Quick to Learn

PROFICIENCY

- Google Sheets & Google Workspace
- Microsoft Excel, Word & Office Suite
- QuickBooks Online / Xero
- Slack / Zoom / Google Meet
- CRM Tools (Monday.com)
- Project Management Tools (ClickUp, Airtable)
- Email & Calendar Management
- File Organization & Cloud Management
- Basic Graphic Tools (Canva)
- Basic Video Editing (CapCut, DaVinci Resolve)

EXPERIENCE

2024 - 2025
Team Talented LLC,
Michael Jr. Productions

Tour Support Virtual Assistant

- Managed data tracking, reconciliations, and structured reporting for events.
- Maintained databases and ensured accurate documentation of transactions.
- Coordinated event tools (MasterTour, Eventbrite, Monday.com) and monitored progress.
- Monitored website event launches and verified accuracy of event data.
- Assisted in campaign reporting and identified issues in workflow processes.
- Customer Support: Handled email inquiries, orders and refunds.

EXPERIENCE

2014 - 2016
Teleperformance Philippines
Expedia, Inc.

Customer Service Representative

- Handled inbound customer inquiries and assisted with booking, modifications, and escalations.
- Ensured accurate documentation of client interactions and issue resolution.

2010 - 2014
2016 - 2023
LOCAL GOVERNMENT UNIT

Bookkeeper/Budget Officer

- Oversaw financial transactions, budgets, and expenditure tracking with strict compliance.
- Managed payroll processing and ensured timely disbursement of salaries and benefits.
- Reconciled bank statements, prepared reports for audits, and ensured regulatory adherence.
- Generated reports for audits, financial planning, and regulatory submissions.

EDUCATION

2008

- University of Mindanao
  BS Social Work - Undergraduate

TRAININGS & CERTIFICATES

2025
- PRO VA | Online Bookkeeping Xero Accounting Software

2025
- PRO VA | General Virtual Assistant Training

2024
- PRO VA | Facebook Ads Management Training

2023
- QuickBooks Online Certified ProAdvisor

2023
- PRO VA | Online Bookkeeping with QuickBooks Online Sales Process & Inventory Management

2022
- Virtual Assistant Training Philippines | Bookkeeping with Quickbooks Online