ANGEVI PULIDO
ADMIN/BOOKKEEPING VIRTUAL ASSISTANT

PROFESSIONAL OBJECTIVE

Versatile professional with 9 years of corporate experience across finance, accounting, and administrative operations. Proven track record in managing payroll, tracking expenses, and handling confidential records with high accuracy. Dedicated to providing high-quality remote administrative and bookkeeping support to help businesses stay organized and efficient.

TECHNICAL SKILLS

Finance & Accounting Skills

- Payroll Processing & Management, Timekeeping & Attendance Monitoring, Accounts Payable & Receivable, Invoice Processing & Billing Collection, Cash Flow Management, Financial Records Management, Daily Cash Position Reporting, Expense Tracking & Monitoring, Reconciliation Support, Financial Data Accuracy & Documentation.

Administrative Skills

- Administrative Support, Email Management, Calendar & Schedule Management, Data Entry & Records Organization, File Management (Digital & Physical), Internal Coordination & Communication

Virtual Assistant & Digital Skills

- Lead Generation(basic), Social Media Management, Content Tracking, Email Marketing Basics, Virtual Administrative Support, Basic Graphic Design

Soft Skills

- Attention to Detail, Accuracy & Reliability, Time Management, Organizational Skills, Problem-Solving, Communication Skills, Confidentiality & Integrity, Ability to Work Under Pressure, Adaptability. Initiative & Accountability

Technical & Tools Skills

- Quickbooks, Microsoft 365 (Excel, Word, PowerPoint, Outlook), Google Workspace (Sheets, Docs, Gmail, Calendar) HRIS / Payroll Systems, Government Portals (Online Filing & Compliance), Online Banking Systems, Wave Accounting, Canva, Buffer, Zoom, Microsoft Teams, Trello, Discord

PROFESSIONAL EXPERIENCE

Finance In-Charge
MBS SOLVE INSURANCE AGENCY INC -SEPTEMBER 2018-2026

- Managed end-to-end payroll processing and salary crediting with high accuracy
- Monitored cash flow and tracked all business expenses
- Prepared daily cash position reports to support financial decision-making
- Handled accounts payable and receivable, including invoicing and billing collections
- Managed email communications and responded to internal and client inquiries
- Maintained calendars, schedules, and important deadlines
- Organized and maintained digital files and financial records for easy access
- Ensured accuracy, confidentiality, and proper documentation of all financial data

Accounting Assistant
NEW CITI BUILDERS' INC-January 2018-September 2018

- *Performed timekeeping and payroll checking*
- *Managed accounts payable and invoice processing*
- *Organized financial records and supported internal communication*
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Payroll Specialist
World City Inc.- June 2017-January 2018

- *Managed timekeeping and payroll processing with high accuracy*
- *Maintained employee payroll records and organized documentation*
- *Coordinated with internal teams to ensure complete and accurate data submission*

EDUCATION

Bachelor of Science in Business Administration
Major In Financial Management
Pamantasan ng Lungsod ng Marikina- May 2013-April 2017

TRAINING & CERTIFICATIONS

- **71st Accounting for Non-Accountants (AFNA) Course-University of The Philippines**
  August 09-September 13,2026

- **5 Freelancing Courses-The VA BAR**
  February 23-April 18,2026
  Social Media Management (SMM) Lead Generation and Outreach, Basic Graphic Design
  Email Marketing Administrative Support Skills

- **Online Bookkeeping Course/Quickbooks-Pro VA Virtual Assistant**
  October 03-04,2026