

JANINA MARIE LINGAT

FINANCIAL ANALYST |
EXECUTIVE ASSISTANT

Pampanga, Philippines

EDUCATION

Bachelor of Accounting Technology

University of the Assumption
2006 - 2008

EXPERTISE

- Market Research & Data Gathering
- Records & Document Management
- Project Coordination
- Meeting Coordination & Documentation
- Executive Calendar Management
- Corporate Presentation Design: Investment Memorandum (IM) Preparation, Offering Memorandum (OM) Development, Investor Teaser Creation and Webinar Presentation
- Confidential Information Handling
- Financial Reporting & Analysis

TECHNICAL SKILLS

- Google Workspace
- Microsoft Office Suite
- Canva
- Zoom, Microsoft Teams, Slack & Google Meet
- Banking & Financial Systems
- QuickBooks Online
- Xero Accounting & Payroll
- SAP Business One
- Vantage

WORK EXPERIENCE

Confidential

2025 – Present

Financial Analyst

- Built financial models and valuations using comparable sales analysis.
- Conducted underwriting, due diligence, and investment analysis for acquisition and development opportunities.
- Analyzed property financials, lease agreements, rent rolls, and operating performance.
- Performed market research on demographics, rental trends, vacancy rates, and economic indicators.
- Developed Excel and Argus models with cash flow forecasting and sensitivity analysis.
- Prepared investment memorandums, pitch decks, and financial reports for stakeholders and investors.
- Monitored portfolio performance, budgets, forecasts, and variance reporting.
- Collaborated with lenders, brokers, legal teams, and asset managers throughout transactions.

Haddon Property Group

2023 - 2025

Executive Assistant | Financial Analyst

- Managed executive calendar, travel, meetings, and strategic priorities for the CEO.
- Prepared executive presentations, reports, correspondence, and board materials.
- Screened and prioritized communications, ensuring timely stakeholder engagement.
- Coordinated cross-functional projects, executive meetings, and corporate events.
- Tracked key initiatives, deadlines, and deliverables to support business objectives.
- Maintained strict confidentiality while handling sensitive corporate information.
- Liaised with executives, clients, investors, vendors, and business partners.
- Streamlined administrative processes to improve executive efficiency and productivity.

BDO Unibank Inc.

2023 - 2013

Senior Accounting Assitant

- Prepared financial statements, management reports, and regulatory submissions.
- Managed accounts payable, accounts receivable, and general ledger reconciliations.
- Performed bank reconciliations, cash management, and financial record maintenance.
- Supported month-end and year-end close, including accruals and adjusting entries.
- Maintained fixed asset records, depreciation schedules, and inventory controls.
- Assisted with audit preparation and compliance with banking and accounting regulations.
- Supported tax filings, regulatory reporting, and financial documentation.
- Identified process improvements to strengthen internal controls and operational efficiency.