

RECHELLE DAGARAGA

GENERAL VIRTUAL ASSISTANT/ BOOKKEEPER

PROFESSIONAL SUMMARY

I don't give promises. I bring result

A detail-oriented and hardworking individual with over 7 years of experience in general accounting, customer service, and various personal assistant tasks. A proficient user of Excel, Microsoft Office, Dropbox, and Google apps. I am able to focus on work with minimal supervision.

I am highly organized, proactive and a great manager of time. My mission is to help your business, keep the company's growth and finances healthy and give you satisfaction with my work

SKILLS

- Bookkeeping
- Tech Savy
- Detail-oriented
- Data Analysis
- Critical thinking
- Data Entry
- SMM
- Calendar Management
- Organizational Skills
- Customer Service
- Office Administration
- Research Skills
- Communication Skills

TOOLS

- Google Sheets
- Google Docs
- Google Meet
- Zoom
- Telegram
- Discord
- QB Online
- Microsoft Excel
- Microsoft Presentation
- Microsoft Word
- Dropbox
- Canva
- Skype
- Autocad

EDUCATION

- Holy Trinity University - Bachelor of Science in Accountancy
- Palawan State Univeristy - Bachelor of Science in Business Administration Major in Management Accounting

WORK EXPERIENCE

Assessor's Office – Administrative Clerk (Public Service VA)

Mar 2019 - Present | On-site

- Provided front-line customer service, assisting residents with property assessment inquiries and document processing
- Consolidated, analyzed, and reported monthly real property valuation data for submission to the national office
- Developed an Excel-based monitoring tool to streamline data tracking and improve reporting accuracy
- Handled administrative tasks including record-keeping, correspondence, and data validation
- Collaborated with multiple departments to ensure timely and accurate assessments

Sophias Garden Resort – Bookkeeper / Administrative Assistant

May 2016 – Jul 2017 | On-site

- Managed daily financial transactions, prepared financial statements, and reconciled accounts
- Processed payroll and service charge distribution for over 30 employees
- Filed BIR regulatory requirements through EFPS, including VAT returns, withholding taxes, and quarterly ITR
- Handled scheduling, supplier coordination, banking transactions, and staff training
- Recovered and reconciled 3 years of outdated financial records, ensuring compliance and transparency

LTS Pinnacle Holdings Inc. (NCCC Group) – Sales Auditor

May 2013 – Jul 2014 | On-site

- Audited sales transactions, reconciled cash and credit payments, and ensured accurate cash flow reporting
- Conducted inventory checks and cash audits across various retail sections (supermarket, pharmacy, hardware)
- Collaborated with the treasury department for timely reporting and error resolution

PAH Coffee – Virtual Assistant

Jan 2021 – Sep 2021 | Remote (Freelance)

- Created and scheduled engaging social media content for Facebook, increasing page visibility and interaction
- Maintained and organized spreadsheets for team tracking, task management, and online documentation
- Coordinated virtual meetings, managed calendar scheduling, and ensured timely follow-ups
- Provided general administrative support, including creating presentations and updating records
- Supervised a small remote team, ensuring smooth collaboration and task completion

CSTan Aquamarine Venture – Bookkeeper (Part-time)

Sep 2014 – Dec 2014 | Freelance/On-site

- Oversaw financial management, including budgeting, expense tracking, and forecasting
- Created cash flow projections, scheduled payments, and monitored revenue
- Prepared payroll and financial summaries for leadership review
- Supervised a small team and provided financial guidance

Cabanilla Marketing Development Corporation – Real Estate Virtual Assistant

Dec 2014 – May 2015 | Part-time / Remote & On-site

- Supported clients through email and phone communication, guiding them through real estate transactions
- Prepared and organized property documents for closing deals
- Managed and scheduled property-related posts on Facebook and Instagram
- Maintained client records and responded to inquiries in a timely and professional manner