



MARGARITA ANA L BULAWAN

VIRTUAL ASSISTANT

A highly independent and responsible individual who is eager to learn and develop her abilities and use them to contribute to the goals of the company.

EXPERTISE

Management Skills
Bookkeeping
Sales and Marketing
Critical Thinking
Leadership

EDUCATION

1990-1994

St. Paul University-Manila

Bachelor of Science in Commerce major in Business Management

1998

Ateneo-Regis MBA Program

Master of Business Management (Undergraduate)

CERTIFICATE

Bookkeeping/QB

Freelance Academy PH
2023

Social Media Management

Virtual Assistant Companion PH
2022

Virtual Assistant

Home-Based Connect
2022

Quickbooks

Informatics Academy
2005

MS Excel

TSI
1996

WORK EXPERIENCE

2020-2022

Social Media Manager

Bestsellers Online

- Managing Social Media ads to generate more sales
- Managing the overall operations of the online business

2020- 2021

Customer Service/ Financial Advisor

Pru Life Philippines

- Selling of Insurance
- Schedule appointment to clients
- Processing of documents and billing
- onboarding of new agents
- Recruitment of agents

2014 - 2019

Financial Advisor/Executive Assistant

Manulife Philippines

- Selling of Insurance
- Processing of documents for approval
- Administrative duties
- Act as Executive Assistant to Unit Head

TOOLS

MS Word and

Excel Quickbooks

Zoom, Skype

Canva

Google Suite

Social Media

2010-2013

Bookkeeper

RMAB Enterprise

- Perform Managerial, Financial and Administrative function
- Implement Inventory and Accounting system using Quickbooks
- Prepare reposts and budgets
- Creation of invoice, billing and other forms

1999- 2010

Operations Manager

TXT Telecoms

- Responsible for management of files, properties, products and people assignments
- Monitor sales and after-sales services
- Controls inventory and replenishments
- Responsible for overall operations
- implement QB System
- Creation of report forms

1996-1998

Branch Accountant

Telecoms Specialists, Inc.

- Prepare Invoice
- Payment of bills
- Collection of payments
- Prepare bank deposits
- Data Entry
- Submit inventory and stock reconciliation reports
- File Management
- Prepare insurance certificates
- Replenish stocks of agents
- Liquidate branch expenses
- Monitor the overall operations of the branch
- Assist in the counter sales and field sales
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1994-1996

Loan Processor Assistant

Allied Banking Coporation

- Recording, classifying and dispatching of loan documents for release
- Prepare booking, notary, safekeeping and PN listing of the loan
- File Management
- Process the release of the proceeds of the loan
- Coordinate with the Account Managers
- Prepare the report of the monthly deficiencies of the Branches to Execom

CONTACT



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