



Micah Angelica L. Ng

I bring a wealth of experience as an administrative professional, having demonstrated my collaborative skills in various companies. I am swift and adaptable when it comes to handling assigned tasks, thriving even in high-pressure situations. Having weathered challenges in different organizational contexts, I consider myself a solutions-oriented professional. My track record reflects a commitment to excellence, consistently meeting and often surpassing deadlines ahead of schedule.

CONTACT

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HARD SKILLS

- Calendar Management
- Meeting coordination
- Bookkeeping (Xero)
- Technology Proficiency
- Data Entry and Record Keeping

SOFT SKILLS

- A good work ethic
- Problem Solving and Critical Thinker
- Adaptability
- Perseverance
- Strong English communication and comprehension skills

EDUCATION

Bachelor Of Science in Aircraft Maintenance Technology
2016-2020

Jocson College Inc.

High School
2014 Graduate

Holy Family Academy

EXPERIENCES

Sunshine Pilipinas | Virtual Assistant

January 2023 - present

Develop and execute sales and marketing strategies to achieve company sales targets and objectives. Build and maintain strong relationships with clients and suppliers.

ALPHA CONNECT WORD TOP OPS. | Accounting Administrative Staff

April 2021 to August 2022

Ensures the smooth operation of financial processes by managing documents, processing invoices, and supporting the accounting team with administrative tasks.

DNATA TRAVEL INC. | Customer Service Associate

May 2019 to October 2019

Utilizing Salesforce for inputting data from incoming calls and overseeing Key Performance Indicators (KPIs) through the Salesforce dashboard.

CERTIFICATES & SEMINARS

Certificate of Completion: Microsoft Digital Literacy

December 2023

Xero Advisor & Xero Payroll webinar by MST Connect PH

December 2023

Salesforce Administrator Certification CDW101

December 2023