

ALOJADO Neige Kimberly Nice

Bookkeeper/Payroll Analyst



CONTACT ME

- 09953009382
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- Poblacion, Tampakan,
South COTabato

EDUCATION

- 2020-2021
Centro Escolar
University
MBA-Financial
Management (27
Units)
- 2012-2016
Central Mindanao
University
BSBA Major in
Financial
Management
- 2008-2011
Lake Sebu National
High School
Salutatorian

ABOUT ME

Pursuing opportunity which will allow me to grow professionally, while effectively utilizing my versatile skill set to help me promote your corporate mission and excel in team goals.

WORK EXPERIENCE

Plant Your Roots Realty (Forthworth Texas) June-July 2023

Executive Virtual Assistant

- Perform daily admin Jobs
- Lead calls (Follow -Up Boss & Chime)
- Edit and Upload Youtube Videos
- Social Media daily update (Facebook & Instagram)
- Organize and Maintain One Drive Files

4MG (Bacoor, Cavite) October 2021-December 2021

ACCOUNTING STAFF

- Submits BIR related forms every specific deadline
- Tallies receipts from client
- Review and Transact clients Business permits etc.

Velazco Hospital (Silang, Cavite)

FINANCE OFFICER

- Oversees cash collections
- Prepares Cheque for suppliers
- Payroll Officer
- Disbursement of Expenses
- Prepares Official Receipt for our collecting agencies (Philhealth,PCSO,DSWD, etc.)
- Manages Billing Department






Lake Sebu Municipal Budget (Lake Sebu, SO. Cot)

OFFICE CLERK

July 2016-February 2017

- Receive invoices for services
- Enter data in invoices for payment
- Record all cheques.

EXPERTISE SKILL

- Bookkeeping 
- Creativity 
- Video Editing 
- Content Creator 
- Marketing 

CERTIFICATIONS



Xero Certified



Quickbooks Online
Certified Pro Advisor