

SOPHIA ISABEL S. LARAWAN

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Professional Summary

Highly organized and detail-oriented BSBA–Financial Management graduate with strong administrative and virtual support skills. Experienced in document handling, email communication, calendar organization, and data entry. Proficient in Google Workspace and Microsoft Office tools used for scheduling, file management, and task coordination. Fast learner with excellent time management, reliability, and adaptability.

Work Experience

Intern

Commission on Audit

January 2025 – March 2025

- Processed and encoded financial documents such as inventories, disbursement vouchers, and official receipts.
- Ensured data accuracy and formatting compliance for audit readiness.
- Gained exposure to government accounting and financial control systems.

Intern

Binangonan Public Market

September 2024 – November 2024

- Managed daily remittances of stall fees from vendors.
- Tracked, recorded, and submitted collection reports with accuracy.
- Strengthened organizational and financial recordkeeping skills through official transaction logs.

Education

Bachelor of Science in Business Administration Major in Financial Management

University of Rizal System – Tanay

August 2022 – June 2025

Skills

- Financial Recordkeeping & Document Management
- Calendar Management (Google Calendar)
- Email & Inbox Management (Gmail)
- Document and File Organization (Google Drive, Microsoft OneDrive)

- Data Entry & Spreadsheet Reporting (Excel, Google Sheets)
- Task & Time Management (To-Do Lists, Scheduling Tools)
- Professional Communication & Client Support

Technical Proficiency

- Google Workspace: Sheets, Docs, Drive, Calendar, Gmail
- Microsoft Office: Excel, Word, PowerPoint
- Basic Tools: QuickBooks (basic), Canva, Trello

Other Personal Details

Date of Birth: January 25, 2002

Citizenship: Filipino

Notice Period: Immediately Available