

# Stella Joy Santiago

## Virtual Assistant

+63 9702803148 • [santiagostellaa@gmail.com](mailto:santiagostellaa@gmail.com) • [LinkedIn](#)

---

Highly organized and proactive Virtual Assistant with proven knowledge in Administrative Support, Customer Service, Social Media Management, and eCommerce tools like Canva and Shopify. Skilled in managing calendars, email correspondence, data entry, and task coordination with a focus on efficiency and confidentiality. Able to work independently in fast-paced remote environments and committed to helping businesses stay organized and grow.

---

### Core Competencies

- Accounts Payable
- Accounts Receivable
- General Ledger
- Journal Entry
- Reconciliation
- Payroll
- Manage Calendars
- Manage Emails
- Verbal Communication Skills
- Written Communication Skills
- Problem-Solving Skills
- Critical Thinking
- Organization Skills
- Appointment Setter
- Time Management
- Detail-Oriented
- Multitasking
- Product Listing

---

### Tools Proficiency

- Zoom
- Slack
- Canva
- ChatGPT
- Google Calendar
- Microsoft Outlook
- Microsoft Excel
- Microsoft Word
- MS Teams
- CapCut

- SAP Business One

- FACT ERP

---

## Platform Proficiency

- |               |             |
|---------------|-------------|
| ● Facebook    | ● Shopify   |
| ● Instagram   | ● Amazon    |
| ● Twitter / X | ● Whatsapp  |
| ● Tiktok      | ● Telegram  |
| ● Shopee      | ● Pinterest |
| ● Lazada      | ● Threads   |
| ● Shein       | ● LinkedIn  |
| ● Ebay        | ● Youtube   |
- 

## WORK EXPERIENCE

### Big E Food Corporation (Lemon Square)

Accounting Specialist (February 7, 2022 - July 11, 2025)

Accounts Payable & General Ledger (August 2023 - July 11, 2025)

- Process and Prepare check vouchers (Purchase Order, Reimbursement, Utilities, Request Form)
- Recording to corresponding Journal Entries.
- Process daily reconciliation of all uploaded purchase invoices and non-uploaded payables to system.
- Coordinate queries and concern to both external and internal customers.
- Verifying and Recording of Agency billings.
- Participating in preparation of month-end closing.

Accounts Receivable (February 2022 - July 2023)

- Monitoring & Recording of Daily Sales Transaction of all Branches
- Monitoring Sales Cash bank deposit
- Preparing Statements of Account

- Checking uploaded transaction on system vs POS
- Checking Accuracy of Trial Balance on system
- Bank Reconciliation

### **Freelancer - English Online Recording**

June 12, 2023 - September 12, 2023

- Converted 210 commands words into clear and accurate English audio recordings.
- Ensured proper pronunciation and clarity for each word, suitable for use in various applications or voice-command systems.
- Delivered recordings in a timely manner, meeting all project requirements.

### **Budget King Supermarket Philippines Inc.**

Accounting Staff

February 28, 2019 - January 25, 2022

- 3-way matching of Sales Invoice, Purchase Return and Receiving Report.
- Resolved discrepancy before proceeding to payments.
- Daily Bank Reconciliation
- Preparing Check voucher for both Trade and Non-trade
- Organize filing of records

### **MM Fortune Property Management Inc.**

Accounting Staff

August 22, 2017 – February 27, 2019

- Receives remittances from collectors
  - Daily Bank Reconciliation
  - Encoding of everyday transactions
  - Handling of Petty Cash
  - Monitors Post Dated Check
  - Encashment of check
  - Distribution of Salary
-

## **EDUCATION**

Bachelor of Science in Business Administration

Major in Financial Management

Dr. Yanga's Colleges Inc.

2013 - 2017