



00

Virtual Assistant

Maria Beatrice Lansang

Hello! You can call
me "Bea"



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Certifications



01

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Certifications



Xero advisor certified

Maria Beatrice Lansang

This certifies that the above person has successfully completed and passed their Xero advisor certification programme.

Certification date: 06/11/2024

Expiry date: 12/12/2025

A handwritten signature in black ink that reads "Vikki Bean".

VIKKI BEAN
GM - Education & Content Delivery, Xero



Certifications



CERTIFICATE OF COMPLETION



SEC NO.:2022070060264-13

THIS CERTIFICATE IS GIVEN TO:

Maria Beatrice Lansang

for completing the 9-hour Real Estate Virtual Assistant Course which includes Administrative tasks, Social Media Marketing, Listing Management, Transaction Coordination, CRM's and Apps, and Real Estate process.

GIVEN THIS 11th OF MAY 2024

ANA MORGAN
Freelance Academy Owner

KIMBERLY GUBATAO
Real Estate VA Training Coach

Certifications



05

Tools I Use



MS Excel

I utilize MS Excel for SOD, MOD, and EOD tasks, as well as for creating templates for GL Account postings. At the start of the day, I update bank statements using MS Excel. Additionally, I rely on MS Excel for month-end activities such as preparing top sheets and conducting bank reconciliations.

06

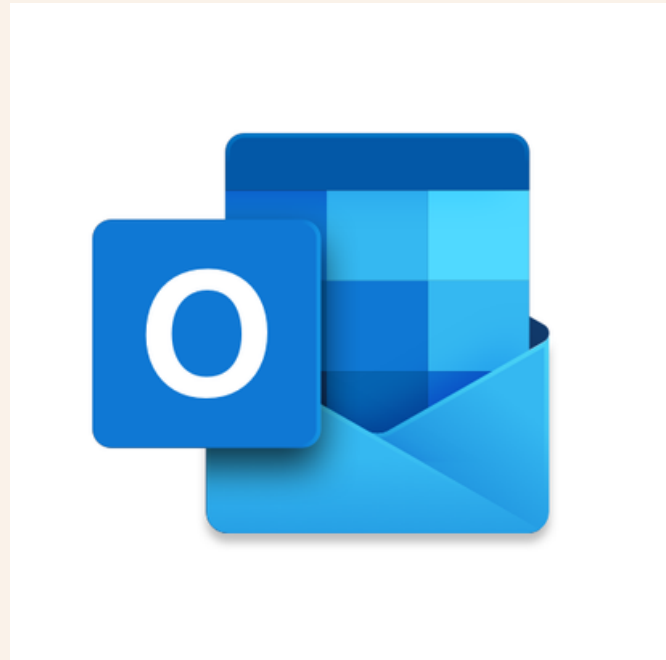
Tools I Use



Xero

07

Tools I Use



MS Outlook & Teams

I prepare the End of Day (EOD) file and send email communications to the stakeholders. After completing all the necessary clearings and updating the file, I ensure that the EOD file is prepared and sent to the respective departments via email. This file serves as an email reminder in place of the LT meetings.

Checking and sending follow-ups.

Handling calls for queries regarding the open items and month-end matters.





Daily Tasks

Activity Output: SAP Bank Registration, FI Document and E-contact Ticket

Open Item Management:

Automatic upload and interface of MT940 to SAP.

- Check and ensure automatic MT940 file was successfully processed
- Receive mail confirmation from SSC – O2C team that CMS day-end file is successfully processed.
- Ensure Bank balances (Bank Statement received vs. SAP) are matching.
- Execute f.13 automatic clearing
- Prepare SOD Bank Reconciliation Statement file
- Perform necessary contract identification procedures and liasing
- Prepares and raises e-contact ticket for line items requiring necessary manual journals
- Perform manual clearing for all other line items not cleared with f.13 automatic clearing
- Prepare EOD file and send email communication to the stakeholders

Monthly Task

Activity Output: Top Sheet

Prepares month end reconciliation

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English Proficiency

How well do you understand English? Which exam should you study for?

This test contains grammar and vocabulary questions and your test result will help you choose a level to practise at. You **will not be able to see the correct answers** to the questions.

At the end of the test your level will be assessed at a CEF level (A2 to C2).

You should complete this test in about 10 minutes. You can also do a [listening level test](#).

You have completed the English Level Test

Congratulations! Your level is C2 (advanced/mastery)

C2

This is approximately equivalent to CPE, an IELTS band score of 9 or 120 at TOEFL IBT

Time taken: 6 minutes, 27 seconds

Restart



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PC and Laptop

Device specifications

Device name	DESKTOP-HNCNVOH
Processor	AMD Ryzen 5 2400G with Radeon Vega Graphics 3.60 GHz
Installed RAM	16.0 GB (13.9 GB usable)
Device ID	52172915-5BC6-4E2A-B0A8-67AB59CF8BC2
Product ID	00331-10000-00001-AA194
System type	64-bit operating system, x64-based processor
Pen and touch	No pen or touch input is available for this display



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**Let's work
together!**



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Get in Touch with Me

Maria Beatrice Lansang



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Reach Out