



DIANA ROSE D

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Email Management
- Appointment Setting
- Meeting Deadlines
- Teamwork
- Office Software
- Attention to Details
- Communication

TOOLS

SAP Business One
Sage Accpac
RealPage Accounting
Quickbooks
Xero
Onesite
Trello
Salesforce
Canva
Microsoft Office
Microsoft Excel
Datahub

PERSONAL PROFILE

Results-driven accounting professional with 7 years of experience in accounting, cashiering, system implementation, and client onboarding. Skilled in scheduling and managing tasks in fast-paced environments. A quick learner committed to delivering efficient, accurate, and reliable services, ensuring client satisfaction and smooth operational workflows.

WORK EXPERIENCE

IMPLEMENTATION SPECIALIST

[RealPage Philippines](#) | 2022 - 2024

- Financial data reconciliation and migration.
- Property Setup with system configuration and retrofit.
- Appointment Setting and Client's onboarding
- Salesforce Management

BRANCH CASHIER

[Standard Insurance](#) | 2019 - 2022

- Collection of payments and issuance of official receipts.
- Billing and invoicing.
- Bank and Customer's accounts reconciliations.

BRANCHES ACCOUNTING HANDLER

[Standard Insurance](#) | 2017 - 2019

- Preparation of Adjusting and Closing Entries.
- Validation of receipts and preparation of check request.
- Bank and Credit Cards reconciliation.
- Preparation and Generation of various accounting reports.

EDUCATION HISTORY

[Manuel S. Enverga University Foundation Inc.](#)

- Bachelor of Science in Management Accounting, 2017
- Academic Excellence Awardee
- Leadership Awardee
- Academic Scholar
- Student Assistant