



# MELYROSE S

## VIRTUAL TEAMMATE



### SKILLS SUMMARY

- Bookkeeping
- Email Support
- Data Entry
- Administrative Support
- Office Software
- Presentation Design
- Graphic Design

### TOOLS

Asana  
Trello  
Microsoft Office  
Microsoft Excel  
Google Workspace  
Canva  
SQL  
Hubstaff  
Photoshop  
V2 - Virtual Desktop  
QuickBooks

### PERSONAL PROFILE

A detail-oriented **Virtual Assistant** with strong expertise in accurate data management, administrative support, and efficient multitasking. Proven track record in handling data, organizing files, and supporting business operations to improve productivity and streamline workflows.

### WORK EXPERIENCE

#### VIRTUAL ASSISTANT (ACCOUNTING FOCUS)

**Npowered Global | 2023 - 2024**

- Processed data for caregiver payouts and maintained detailed records in QuickBooks and PayChex Flex.
- Managed email communications, scheduled meetings, and supported administrative tasks for the accounting department.
- Conducted background checks, reconciled accounts, and tracked records to ensure timely and accurate reporting.

#### BOOKKEEPER

**Panaligan Reality | 2023**

- Created organized financial records for multiple years and developed structured reports to assist in strategic financial planning.

#### MANAGEMENT INFORMATION SYSTEM SPECIALIST

**BCS Credit Cooperative | 2015 - 2021**

- Set up and maintained a data entry system, organized customer information, and generated timely reports.
- Conducted SQL data extraction, produced CSV reports, and provided technical support to improve system efficiency.

### EDUCATION HISTORY

**University of Southern Mindanao**

- Bachelor of Science in Computer Science, 2004

**Global Institute of Technology**

- Bookkeeping NC II