

Shiela Mae O. Bagarinao

CAREER OBJECTIVE

To secure an entry-level accounting position where I can utilize my academic knowledge and practical experience in financial reporting, auditing, and taxation. Eager to contribute to the growth and success of the organization, delivering meticulous work and gaining exposure to diverse aspects of accounting. Committed to developing my skills in a supportive and challenging work environment.

EDUCATION

Saint Paul School of Professional Studies

Bachelor of Science in Accountancy

May 2024

- Attended webinars and symposiums in advanced accounting topics, such as budgeting, international accounting standards and ethics.
- Conducted research on the budgeting process of small business in Tacloban City.
- Completed an internship with the government agency

Visayas State University Integrated Highschool

Accountancy, Business and Management

June 2020

With Honors

PROFESSIONAL EXPERIENCE

VIRTUAL ASSISTANT

Part-time (Dec. 2022 - Present)

Key Responsibilities:.

- Managed large volume of data entry into spreadsheets, databases, and online platforms.
- Utilized software tools e.g., Microsoft Office, Google Spreadsheet, Canva, Money Robot, and other applications.
- Supported client to boost Search Engine Optimization (SEO) of websites
- Maintained positive work ethic and commitment to providing excellent service.
- Maintained confidentiality and ensured the security of sensitive information.

National Food Authority - Leyte (NFA)

Accounting Intern (Dec. 2023 - March 2024)

Key Responsibilities:

- Assisted the RSMI and inventory count of office supplies for the month of January 2024
- Examine the procurement, transfer, and sales receipts of different warehouses ensuring error-free data
- Managed clerical work such as recording outgoing and incoming files, document archiving, segregation, photocopy, review and organized large volume of document, and data entry.
- Processed AI Sales and Transfers
- Edited payroll in GSIS Conso, Help, Computer and GFAL Loan, EDLA, and Pag-ibig.

CHARACTER REFERENCE

Oscar B. Posas, PhD

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CORE QUALIFICATIONS

- **Software Proficiency:** Well-versed in the use of Microsoft Office, Google Spreadsheet and Documents resulting in efficient accounting work.
- **Interpersonal Skills:** Built warm relationships with co-interns and workmates leading to smooth collaboration.
- **Able to adapt** to changing circumstances, work under pressure, and be flexible in response to new challenges.
- Able to prioritize tasks and **manage time** effectively to meet work deadlines.
- **Meticulous attention to detail** in research, data entry organization, and executing tasks resulting to error-free work.
- Ability to **empathize**, comprehend, and address the needs and emotions of others within a professional context.

CERTIFICATIONS

Certified Bookkeeper

National Institute of Accounting Technicians
December 2023

Civil Service Eligibility

Professional Level
August 2023