



REZANNE MARIE BAGAYO

Virtual Assistant

CONTACT

+639-20672-8452

bambibagayo@gmail.com

Quezon, Bukidnon, Philippines

EMPLOYMENT BACKGROUND

Cashier

BOLLORE LOGISTICS DUBAI | April 2015 - Dec 2017

- Prepares store financial reports and inventory for daily submission
- Involved in the accounting & finance department as back end
- Do booking and accounting duties for finance department.
- Prepared daily report & such responsibility need be

Accounting Assistant

Bukidnon Planters Ass. | May 2013 - Jan 2015

- Assisted accountant on the daily reports
- Attended to the specific requests of customers
- Prepared detailed reports & back end report

Account Developer

COCA-COLA BOTTLERS PHILS. INC (April 2009 - Dec 2012)

- Deals directly with customers by telephone and virtual communications.
 - Directly reports to area manager for bookings and delivery schedules.
 - Performs basic warehousing and other administrative duties as well.
- Initiate selling and product introduction to customers.

ACADEMIC EDUCATION

Xavier University

Bachelor of Science in Business Management, 2008

- Advance ROTC Graduate
- PRO of the University Student Council, 2003
- Member Varsity Football Team

ACHIEVEMENTS

- Has an unwavering commitment to customer service with the ability to build productive colleagues resolve complex issues and win customer loyalty
- Strategic relationship/partnership building skills, listen attentively, and use tact and diplomacy to find common ground and achieve great outcomes

PERSONAL PROFILE

I am an accounting assistant with years of experience team player to sales success. Looking to bring my people and sales skills to responsible brands.

EXPERTISE

Basic Accounting
Data Entry
Project Management
Customer Support

SOFTWARE KNOWLEDGE

CRM tools
Trello
Xero
Computer Literate
Quickbooks

PERSONAL SKILLS

Creativity
Team building
Communication
Problem Solving
Leadership

Thank you!