



Precious May Aquino

Accountant

Contact

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Skills

Staff leadership and direction

Bid estimation

Documentation Management

Technical understanding

Software

Ms word

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Work History

2022-11 -
2023-12

Project Administrator

Labx Corp Asia, BGC Taguid

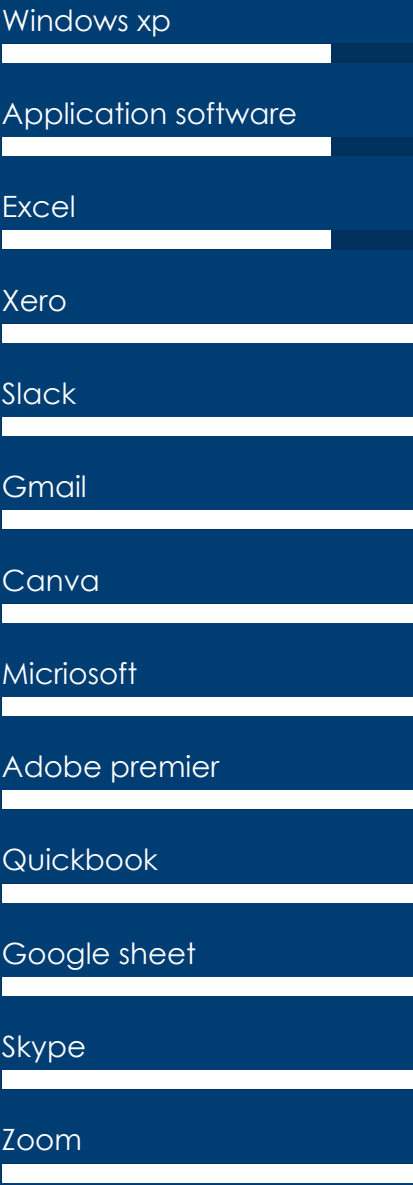
- Ensured compliance with company policies and industry regulations throughout all stages of a given project's lifecycle.
- Conducted risk assessments to identify potential issues and develop contingency plans accordingly.
- Collaborated with cross-functional teams to ensure seamless project integration and alignment with organizational goals.
- Enhanced project efficiency by streamlining communication channels and implementing effective tracking systems.
- Assisted in the preparation of final project reports and presentations through a thorough analysis of quantitative data and qualitative feedback.
- Negotiated contracts with vendors, securing favorable terms to optimize project outcomes.
- Reduced project completion times by effectively coordinating resources, schedules, and team members.
- Monitored project progress closely, promptly addressing any deviations from the plan or schedule.

2021-12 -
2022-11

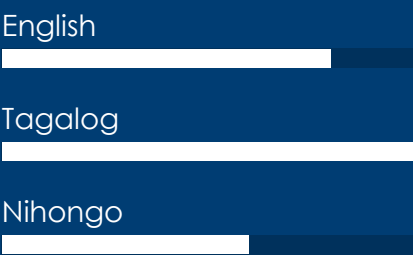
Professional Healthcare Representative

Labx Corp Asia, BGC Taguig

- Addressed concerns raised by patients or their families in a compassionate manner while adhering to professional boundaries and confidentiality requirements.
- Enhanced team efficiency by streamlining communication processes and implementing time-saving strategies.
- Organized community outreach events to



Languages



2017-08 -
2017-12

promote healthcare services offered at the facility, increasing public awareness and engagement.

- Remained current on industry trends through continuous learning opportunities like attending conferences or participating in professional development courses related specifically to the role of a Professional Healthcare Representative.
- Promoted a culture of safety in the workplace, resulting in reduced incidents and improved compliance with policies.
- Exceeded expectations in performance evaluations consistently throughout tenure as a Professional Healthcare Representative due to dedication and hard work.
- Conducted regular audits of medical records to maintain accuracy and ensure compliance with regulations, contributing to the facility's high-quality standards.

Accountant Assistant

Freelance, San Pedro

- Enhanced financial accuracy by assisting with the preparation of monthly financial statements and reports.
- Collaborated with accounting team members to complete projects efficiently and meet deadlines consistently.
- Reduced outstanding accounts receivable balances by diligently following up on overdue invoices.
- Streamlined accounts payable processes for timely vendor payments and reduced errors.
- Managed expense reporting process ensuring timely reimbursements while maintaining adherence to company policies.
- Processed payroll accurately and on-time, ensuring employee satisfaction and adherence to labor laws.
- Prepared detailed journal entries as needed, supporting accurate record-keeping initiatives.
- Improved efficiency by maintaining accurate records and supporting documentation for financial transactions.
- Provided exceptional customer service when

addressing both internal and external inquiries related to invoicing or payment status.

- Reconciled bank statements monthly, identifying discrepancies for prompt resolution.
- Implemented new accounting software that increased productivity through automation of manual tasks.
- Contributed to audit preparations, ensuring compliance with internal controls and external regulations.
- Assisted in the development of internal control procedures to mitigate risks related to fraud or error within the organization.
- Supported tax preparation efforts, gathering necessary documents and information for accurate filing.

2016-04 -
2016-09

Telemarketer

One Cerebro, San Pedro

- Implemented CRM software effectively for better tracking of leads, customer interactions, and sales progressions.
- Enhanced sales through the utilization of persuasive communication skills and thorough product knowledge.
- Increased customer satisfaction by addressing inquiries and resolving issues promptly.
- Managed a high volume of calls daily while maintaining professionalism and efficiency.
- Conducted market research surveys over the phone, gathering valuable feedback for product development purposes.
- Improved overall call quality by adhering to company guidelines and best practices consistently.

2015-03 -
2016-03

Virtual Assistant

New Real Estate 2014, San Pedro

- Improved team collaboration by organizing virtual meetings, preparing agendas, and taking accurate meeting minutes.
- Increased operational effectiveness through diligent maintenance of office equipment inventory levels.
- Contributed to company growth by identifying

business opportunities through lead-generation activities on social media platforms.

- Managed electronic and paper filing systems by updating paperwork, maintaining documents, and accurately recording information.

2015-01 -
2015-03

Virtul Ssistant

Freelance, San Pedro

- Collaborated effectively with cross-functional teams to achieve shared goals on time.
- Streamlined office operations for enhanced productivity with organized filing systems and task prioritization.
- Elevated company reputation through meticulous attention to detail in all aspects of work output.
- Optimized resource usage by managing inventory levels, ordering supplies, and maintaining equipment functionality.
- Boosted team morale with proactive communication skills that fostered a positive work environment.
- Managed multiple priorities effectively under tight deadlines while remaining detail-oriented throughout each task.

Education

2005-03

Bachelor of Science

Perpetual Help - Binan Laguna

2000-03

High School Diploma

St John Mark Academy - Binan Laguna

Accomplishments

- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Supervised a team of 10 staff members.
- Collaborated with a team of 6 in the development of Life (Tele consultation of the barangay's, Town).
- Resolved product issue through consumer testing.

Additional Information

- Certificate holder of Phlebotomy
- Certificate holder Nc2 cookery and pastries
- Xero Certification holder

Skills

Expert in Canvas and Content Creator

Australian taxation, Bookkeeping and payroll with Xero and Quickbooks

Certifications

2021-10	Life support training center
2021-08	Phlebotomy training
2021-10	Vitamin Infusion Training
2014-08	Catering Management
2021-08	Bloodborne pathogen
2014-06	Cookery
2024-03	Australian Taxation bookkeeping
2024-03	Xero Certification

Interests

Cooking

Healthcare

Computer

Numbers