



Angelica Pastor

WORK EXPERIENCE

CSR

SutherlandGlobal Services

- Handling Customer Concerns
- Sales Account/ Technical Support
- Best Team Member/ Team Leader

COST ACCOUNTANT

IBM Global Services

- Handling Accounts / financial Status of client based in US
- Managing A/R and A/P accounts

MANAGER

Mang Inasal Corp

- Making Daily Sales Report
- Handling Team
- Inventory / Assisting Customers

CHAT SUPPORT

Probe CX

- Flight Reservation Account
- Handling Outbound Sales
- Managing the Flight of the Customers

APPOINTMENT SETTING/ SOCIAL MEDIA

- Managing Instagram Account
- Cold Calling
- Setting an appointment

GENERAL VIRTUAL ASSISTANT

- Data Entry
- Setting an Appointment
- Email Management
- Canva Graphics
- Social Media Editing

EDUCATION

SCHOOL/COLLEGE/UNIVERSITY

Bachelor of Business Financial Management
University of Nueva Caceres

REFERENCES

- Dreds Andal- IBM- Workmate- 09971147361

CONTACT INFO



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Email

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Address

San Francisco, Bulacan.
Bulacan

PROFESSIONAL SKILLS

- Financial Management- Proficient in analyzing financial data and trends to make informed decisions and recommendations.
- Leadership and Team Management
- Customer Service Excellence
- Time Management and Multitasking
- Operational Knowledge
- Communication and Interpersonal Skills
- Financial Acumen
- Attention to Detail

SOFTWARE EXPERIENCE

- Microsoft Office Suite: Proficient in using software such as Word, Excel, and PowerPoint for creating documents, spreadsheets, and presentations,
- Point-of-Sale (POS) Systems
- Quickbooks/Zero
- Deputy
- Salesforce (CRM for hospitality)
- Slack, Microsoft Teams, or WhatsApp Business