



Jeem Maris Zafra

CERTIFIED BOOKKEEPER
AND
ADMINISTRATIVE SUPPORT SPECIALIST

OBJECTIVE

To acquire a job as a bookkeeper and/or general virtual assistant where I will be able to use my skills and knowledge to support the organization in its long-term goals and objectives.

EDUCATION

University of San Carlos

Master of Business Administration
2018-Present

Cebu Normal University

Diploma in Professional Education
2017-2018, Licensed Professional Teacher

University of San Carlos

Bachelor of Science in Accounting
Technology
2011-2015

CONTACT



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WORK EXPERIENCE

VIRTUAL ASSISTANT - CERTIFIED BOOKKEEPER AND ADMINISTRATIVE SUPPORT ASSISTANT

2016-Present

- Record day-to-day financial transactions
- Prepare invoices for customers
- Record invoices from suppliers and prepare payment schedules weekly
- Bank reconciliation for all bank accounts of the business
- Process payroll
- Prepare for BAS reporting

ONLINE ENGLISH TUTOR

2015-Present

- Teach English as the second language of students of different nationalities and age range

PROFESSIONAL SKILLS

Bookkeeping, Accounting & Management



General Virtual Assistance



Administrative Support



Social Media Management



Oral & Written Communication



Customer Service



INTERESTS



Romantic Comedy
and Sci-fi Movies



Wildlife Documentaries



Budgeting and
Planning



Thought-Provoking
ideas & discussions

REFERENCES AVAILABLE UPON REQUEST