



JEEM MARIS ZAFRA

CERTIFIED BOOKKEEPER AND ADMINISTRATIVE SUPPORT SPECIALIST

CAREER 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 growth.

PROFESSIONAL SKILLS

- Bookkeeping, Accounting & Management
- General Virtual Assistance
- Administrative Support
- Social Media Management and Marketing
- Oral & Written Communication
- Customer Service

CONTACT INFORMATION

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CAREER SUMMARY

VIRTUAL ASSISTANT - CERTIFIED BOOKKEEPER AND ADMINISTRATIVE SUPPORT SPECIALIST

CAMPERSAT AUSTRALIA | SEPT 2017- PRESENT
JAHN FINANCIAL SERVICES | SEPT 2019 - 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

BIBO GLOBAL OPPORTUNITY | JAN 2015 - PRESENT

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

ACADEMIC HISTORY

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

CHARACTER REFERENCES

Mari Takahashi
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