



CHRISTINE MAE DINO

VIRTUAL ASSISTANT

📍 Governor's Hills
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General Trias, Cavite
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PROFESSIONAL SUMMARY

Accounting Overview

With 4 years of work experience in accounting specifically in accounts receivable. Expert SAP user. A detail-oriented person committed to modernizing financial accounting processes and driven to achieve the best results.

Freelance/VA/SMM Overview

Started working as a part-time Virtual Assistant last 2019, and transitioned to full-time this year. With my 3 years experience working as a VA/SMM/freelancer, I was able to work with different clients in different industries. Hence, I gained skills and knowledge that helped me improve and grow my clients businesses.

CERTIFICATION

AR SPECIALIST CERTIFIED

IOFM - 2021

LANGUAGES

FILIPINO

ENGLISH

WORK EXPERIENCE

FREELANCE

Oct 2019 - Present

Virtual Assistant

- Maintained and organized records.
- Marketing and Advertising
- Basic Photo/Video Editing and Design
- Email Management
- Website Management/Creation
- Calendar and Meeting Arrangements
- Web Research and Mining
- Data Entry, Collection and Scrapping
- Product Listings
- Microsoft Office Work

Social Media Manager

- Social Media Platforms Management
- Content Creation and Graphic Design
- Schedule and publish posts
- Increase engagement
- Increase your Brand awareness
- Grow followers organically
- Analyze and create marketing strategies

Associate Accountant

- Perform day-to-day financial transactions
- Ensure all payments are properly identified, posted, and allocated
- Post incoming currency receipts
- Reconcile accounts receivable
- Coordinate with collections team
- Accommodate requests for copy invoices and other billing documents.
- Verify requests and resolve customers' billing issues.
- Prepare credit memos to customers
- Resolve and release a number of blocked billing documents
- Manage and monitor receipts of credit card payments
- Reconciliation of credit card accounts
- Ad-hoc tasks that may be required of the job from time to time

ANALOG DEVICES

Taguig

Aug 2021 - 2022

MAXIM INTEGRATED

Taguig

Sep 2018 - 2021

Associate Accountant

- Post and Allocate customer payments.
- Create billing documents and adjustments.
- Reconciliation of customer and GL accounts.
- Check and resolve billing related issues.
- Balanced all accounts by following month-end accounting procedures.

Education

**LYCEUM OF THE
PHILIPPINES
UNIVERSITY - CAVITE**

General Trias
2018

**Bachelor of Science in
Business Administration
Major in Management Accounting**

- Scholarship
 - Dean's List
 - With Honors
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Skills

PROFESSIONAL

- Artistic and Creative Thinker
- Tech Savvy and Digital Savvy
- Time Management Skills
- Analytical and problem solving skills
- Computer Literate and Proficient
- Knowledgeable in SAP (FICO & SD module)
- Understanding of accounting principles and practices
- Financial Records and Processing
- Review and Reconciliation of Records
- Experienced excel user

PERSONAL

- Fast learner and independent
 - Flexibility and adaptability to changes
 - Detail-oriented and Self-starter
 - Ability to interpret and execute instructions
 - Strong written and verbal communication skills
 - Team player and focused on achieving targets
 - Takes ownership of assignments and/or projects
 - Organized and works systematically
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Website/Portfolio

About Me:

<https://dinochristinetae.wixsite.com/christine-mae-dino/about-me-1>

Services:

<https://dinochristinetae.wixsite.com/christine-mae-dino/services-9>

Client Testimonials:

<https://dinochristinetae.wixsite.com/christine-mae-dino/s-projects-side-by-side>