



VIRTUAL ASSISTANT

Ella Katigbak



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Lucena City, Quezon, Philippines

EDUCATION

• BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Manuel S. Enverga University Foundation

2013-2017

- DEAN'S LIST (2014-2017)

PROFILE STATEMENT

Highly proficient accounts receivable and accounts payable clerk with 6 years of experience and a proven track record of providing accurate and timely accounting services. Maintained financial records, and expert in the use of all systems and procedures

CERTIFICATION

• BOOKKEEPING NCIII

Technical Education and Skills Development Authority (TESDA)
2025

• CONTENT CREATION (SOCIAL MEDIA) LEVEL III

Technical Education and Skills Development Authority (TESDA)
2025

• BASICS IN AMAZON ONLINE ARBITRAGE

• COPYWRITING COURSE

• FACEBOOK ADS COURSE

• GENERAL VIRTUAL ASSISTANT COURSE

• GRAPHIC DESIGN COURSE

• SOCIAL MEDIA MANAGEMENT COURSE

The VA Camp
2023

WORK EXPERIENCE

FREELANCE VIRTUAL ASSISTANT (PART-TIME)

Veinard Trading | July 2020 - Present

- Assisted in creating and editing documents, reports, and presentations
- Managed social media accounts, creating engaging content and responding to comments/messages
- Assisted in basic bookkeeping tasks, such as invoicing and expense tracking

PART-TIME ONLINE ESL TEACHER

Intertalk | September 2019 - March 2026

- Conducted one-on-one English language tutoring sessions with students of various age groups and proficiency levels
- Provided constructive feedback and encouragement to help students build confidence in their English language abilities

ACCOUNTING STAFF

Dichoso Trading | March 2020 - December 15, 2025

- Completes financial reports, providing insight into performance, operations and cash flow
- Uses accounting software to prepare reports
- Verifies items billed against items ordered and reconciled differences through follow-up with supplier
- Collects and reported monthly expense variances and explanations
- Checks payroll
- Monitors Accounts Receivables and Accounts Payables

EXPERTISE

- Management Skills
- Creativity Critical Thinking
- Communication Skills
- Data Entry
- Organizing
- Documentation Review

BRANCH ACCOUNTANT

L.C. Bigmak Burger Inc., | July 2017 - February 2020

- Checked payroll, Sales collection, and other accounting disbursements for accuracy and compliance
- Established and checked labeling procedures, monitored reports, and updated internal files
- Handled day-to-day accounting processes to drive financial accuracy