



# Monalisa Cuneta

Property Admin /  
Bookkeeper

## Contact

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## About Me

I bring together the precision of bookkeeping and the rhythm of property management. From numbers to workflows, I make sure every detail finds its right place—and stays there.

## Skills

- Admin / Multi-tasks
- Bookkeeping
- AP/AR
- CRM / Email Management
- Property Management
- Listing
- Social Media / Graphic Designing

## Education

**Bachelor of Science in Accountancy** 2010 - 2014  
*AMA University*

Gained comprehensive knowledge in financial reporting, auditing, taxation, and management accounting. Developed strong analytical and problem-solving skills, with hands-on experience in preparing financial statements and ensuring compliance with accounting standards.

## Experience

● **Bell Properties** March 2024 - May 2026  
*Property Management Admin*

Handled end-to-end administrative support including preparing property listings, processing sales and leasing contracts, managing email correspondence, creating and tracking invoices, and coordinating general office tasks to ensure smooth daily operations.

● **Cloudstaff** Jan 2021 - Feb 2024  
*AP/AR Specialist*

Managed invoicing, accounts payable/receivable, and collections; performed account and statement reconciliations; prepared weekly and monthly financial reports; handled email and communication management; and supported daily administrative tasks to ensure efficient office and accounting operations.

● **MyFreight** February 2018 - Nov 2020  
*Finance VA*

Processed invoicing and AP/AR transactions, managed collections, completed bank and account reconciliations, prepared weekly and monthly financial reports, handled client and internal email communication, and supported broader finance and administrative workflows to maintain accurate and timely operations.

● **RPM New York**  
*Property Manager*

Managed CRM records, coordinated communication between renters, owners, and vendors, oversaw work orders and maintenance requests, supported leasing and property listings, handled high-volume email correspondence, and performed general administrative tasks to ensure smooth property operations.

● **HSBC**  
*Senior Account Associate*

Managed customer accounts, processed loan applications, provided support for credit card inquiries, and delivered high-level customer