

# MARIA GINA P. PERILLA

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 Pasig City, Metro Manila, Philippines

Virtual Assistant for Operations, Logistic Specialist,  
Bookkeeping & Customer Service

## Profile

I am a detail-driven Virtual Assistant and Operations Support Specialist with more than 10 years of experience supporting companies in maintaining their efficiency and productivity. My areas of specialization include administrative assistance, logistics management, process management, bookkeeping, customer service support, and workflow management.

I excel in organizing processes, optimizing operations, scheduling and communication management, and making sure that processes run smoothly behind the scenes. As a reliable and proactive professional, I assist companies in maximizing efficiency and focusing on growth.

## Professional Experience

### **Leung & De Leon Marketing Services Inc. & Nadine Tengco Juicery Incorporated** **2019 to Mar 2026**

Virtual Office Administrator/Finance Operations/Customer Service Rep

- Document & Records Management: Developed and maintained filing systems, both electronic and paper, for quick and accurate retrieval.
- Financial & Budget Support: Assisted in budget tracking, reconciled accounts, and supported payroll processing.
- Bookkeeping, Managed day-to-day bookkeeping tasks, including recording transactions, handling AR/AP, preparing basic financial reports, and ensuring data accuracy and completeness of financial data.
- Project & Task Management: Implemented software tools for project tracking, trained staff, and optimized office workflows.
- Inventory & Supplies Management: Monitored and restocked supplies, reducing costs and minimizing waste.
- Communication & Customer Support: Facilitated interdepartmental communication, handled inquiries professionally, and resolved issues promptly.
- Operational Accuracy: Proofread documents, maintained records, and produced timely reports to reduce errors

### **Terramar Aqua Resources/Karamar Corporation** **2018 - 2019**

Purchaser

- Source and evaluate suppliers to secure quality goods at competitive prices.
- Prepare and issue purchase orders, ensuring timely delivery.
- Monitor inventory and coordinate with departments to prevent shortages.
- Negotiate terms, prices, and contracts with vendors.
- Maintain accurate records of purchases, suppliers, and pricing.
- Ensure compliance with company policies and procurement procedures.
- Resolve supply issues and follow up on delayed or incorrect deliveries.

### **Centennial Transmarine, Inc.** **2005 - 2016**

Office Administrator Assistant/Documentation Officer

- Provides administrative support and office coordination
- Manages, organizes, and maintains documents and records
- Ensures document accuracy, compliance, and timely updates
- Handles correspondence, scheduling, and reporting
- Assists in reports, data tracking, and general office coordination

## Education

**Bachelor of Science Business Administration Major in Marketing** **2001 - 2004**  
Pasig Catholic College

## Skills

- Administrative & Organizational Skills
- Time Management & Multitasking
- Calendar, Scheduling and data management
- Freight Forwarding Knowledge
- Xero
- Communication Skills
- Attention to Detail
- Customer Service Skills
- EMS & ERP
- Confidentiality & Integrity
- Adaptability, Flexibility & Initiative
- Problem-Solving Skills
- Inventory Control System

## Language

- English
- Tagalog