

# Anna Marie Marahay

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## PROFESSIONAL SUMMARY

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*Accurate and reliable virtual assistant with 3+ years of experience onsite specializing in bookkeeping, bank reconciliation, and financial record management. I am skilled in handling accounts payable and receivable, invoice processing, and maintaining accurate financial reports using QuickBooks, Xero, Excel, and Google Sheets. Proficient in Google Workspace, Slack, Notion, and AI tools including ChatGPT for workflow automation.*

*I consistently ensure organized and error-free records, helping improve reporting accuracy and efficiency. Consistently maintained accurate and up-to-date financial records managed 100+ monthly transactions with strong accuracy while improving reporting efficiency by 30%.*

*Known for ensuring clean bookkeeping, timely reporting, and well-organized financial data for smooth month-end closing and business decision-making.*

## KEY SKILLS

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*Bookkeeping | Quickbooks | Xero | CRM Management (HubSpot) | Google Workspace | Slack | Notion | Canva | ChatGPT/AI Automation | Data Entry | Accounts Reconciliations | Balance Sheet | Financial Accounting | Accounts Recievable | Accounts Payable | Spreadsheets | Accounting | Accounting Management*

## PROFESSIONAL EXPERIENCE

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**ONC Logistics Specialist Corp. | 2022 – 2024**  
*Accounting Staff*

- *Processed supplier invoices, payments, and daily financial transactions totaling 100+ monthly entries with accurate coding and complete documentation.*
- *Reconciled bank and credit card accounts monthly, identifying discrepancies early and maintaining clean records for reporting.*
- *Prepared monthly expense summaries and internal financial reports, reducing report preparation time by 30% through organized spreadsheet tracking.*
- *Maintained audit-ready records and supporting documents, helping meet monthly review deadlines without missing submissions.*
- *Supported accounts payable and accounts receivable workflows, ensuring timely payments and updated balances.*

**Skygo Marketing Corp. | 2020 – 2021**  
*Finance Support*

- *Processed 100+ daily cash and installment payments for motorcycle sales with 100% end-of-day balancing accuracy.*
- *Issued official receipts and recorded transactions in the internal system with complete supporting records.*
- *Updated customer payment ledgers and sales records, improving month-end reconciliation accuracy.*
- *Assisted finance team with payment tracking, deposit preparation, and daily cash reporting.*

## **TECH PROFICIENCY**

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**Productivity & Admin:** *Google Workspace (Docs, Sheets, Slides, Drive, Calendar), Microsoft 365, Notion*

**Communication:** *Slack, Zoom, Google Meet, Calendly*

**CRM & Marketing:** *HubSpot, GoHighLevel*

**AI & Automation:** *ChatGPT, Grammarly, Zapier, Make.com, Claude*

**Design & Content:** *Canva, CapCut, Adobe Express*

**Project Management:** *Asana, Trello, ClickUp, Monday.com*

## **EDUCATION**

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***Bachelor of Science in Accountancy***

*Christ the King College | Calbayog City Philippines | 2019*

## **CERTIFICATIONS**

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- *Google Workspace Certification - Google - 2026*
- *Managing Sales Certification - HubSpot Academy - 2026*
- *Project Management Fundamentals - Coursera - 2026*

## **REMOTE WORK READINESS**

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**Internet:** *PLDT 100 Mbps | Backup: Smart 5G mobile hotspot*

**Power Backup:** *Portable Laptop Power Banks*

**Equipment:** *Asus Vivobook Laptop | Noise-cancelling headset*

**Workspace:** *Dedicated home office | Quiet environment | Professional video-call background*

**Availability:** *Full-time | Flexible across US (EST/PST), UK (GMT), AU (AEST) time zones*

## **LANGUAGES**

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**English:** *Proficient*

**Filipino:** *Native*