

Gjaya Abuyen

- * [linkedin.com/in/gjaya-abuyen23](https://www.linkedin.com/in/gjaya-abuyen23)
- * gjayaabuyen@gmail.com
- * +63 917 875 0174
- * Batangas, Philippines

Administrative Support

I am a freelancer with almost four years of challenging experience in performing administrative tasks, which promoted personality development supporting an executive office environment, and accounting tasks specializing in budgeting. I have developed an advanced and enhanced communication skills, verbal and writing, thus acquiring confidence in my dealings offering at par excellence service to clients and their enterprises.



Work Experience

Budget Officer | APO Production Unit, Inc. March 2021 - November 2022

- Implemented budgeting and financial record keeping procedures
- Assisted in budget preparation
- Executed reporting activities
- Undertook appropriate action on funds allocation to safeguard assets in conformity with the existing fiscal policies on legal requirements
- Prepared a variety of operational and financial reports.

Secretary to the Chairman & President | APO Production Unit, Inc. June 2019 - March 2021

- Provided high-level administrative support to Executive Office
- Supported executives of the company as per directive of the Chairman & President
- Maintained high levels of confidentiality and integrity for the business being conducted

Education

Bachelor of Science in Accountancy
Westmead International School, 2019
Batangas City, Philippines

Skills and Tools

- **Microsoft Office** Word, Excel, PowerPoint, and Publisher
- **Google Suites/Workspace** Drive, Forms, Docs, Sheets, and Calendar
- **Communication** Skype, Zoom, MS Teams, and Viber
- **Email Management** Microsoft Outlook and Gmail
- **Calendar Management** Google Calendar and Outlook
- **Document Management** Adobe Sign
- **Social Media Management** Facebook, Instagram, Twitter, and Youtube

Abilities

- Bookkeeping
- Data entry
- Detail-oriented
- Adaptability and flexibility
- Effective communication skills
- Great interpersonal skills
- Time management and multi-tasking
- Team management

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Trainings Attended

Association of Government Internal Auditors, Inc.

- Accounting Policies, Guidelines and Procedures for National Government Agency, June 2022
- The Philippine Budgeting System, March 2022

Government Financial Management Innovators Circle, Inc.

- Financial Trends and Transformation in the New Normal, November 2021

Philippine Association for Government Budget Administration, Inc.

- Citizen-centric Public Financial Management, March 2020

Lyceum of the Philippines- Batangas

- TRAIN Law: Extending the Rails of the New Tax System, March 2018

Rural Bank of Lipa City, Inc.

- Internship, April to July 2018

