



Precious Anne Batarina

+639669554585
preciousannebatarina@gmail.com
www.linkedin.com/in/precious-anne-batarina

EDUCATION

**Bachelor of Science
in Business Administration
major In Financial Management
Bulacan State University
Philippines
2019-2023**

PERSONAL INFORMATION

- Filipino
- Zambales, Philippines

RELEVANT SKILLS

- Teamwork and Collaboration
- Adaptability
- Time management
- Data Entry
- Computer Skills: MS Office, Google Workspace
- CRM Software: Salesforce
- Office management skills
- Finance

REFERENCES

Ma. Michellyn Mariano

Admin Manager
+639762521584

Cristine Tan

Lending Assistant
+639630864419

Marx Lennin Bate

Sales Manager
+639499558171

ABOUT ME

A professional with a demonstrated track record in various roles, including lending support, administrative tasks, finance, and customer service.

Committed to delivering high-quality work and exceeding expectations.

WORK EXPERIENCE

Virtual Assistant

Stay Finance Pty Ltd, New South Wales, Australia
January - November 2024

- Support Loan Officers by organizing and managing loan files, and ensuring meticulous documentation.
- Evaluate credit applications, assisting in the decision-making by preparing and verifying financial documents.
- Facilitate communication with clients handling customer inquiries via email and SMS.

Administrative Assistant

Poolworld Philippines Inc., Zambales, Philippines
September 2023 - January 2024

- Oversee stock management processes; receiving, issuing, and dispatching stock, and generating purchase orders.
- Handle administrative duties; data entry, inventory management, processing receipts, and maintaining employee records.
- Manage petty cash, handle collections and payables, oversee employee payroll, and basic bookkeeping.

Finance Intern

Sun Life of Canada (Philippines), Inc., Zambales, Philippines
February - June 2023

- Maintained precise financial records according to department guidelines.
- Proficient in managing financial data using Microsoft Excel.
- Actively engaged in policy meetings with unit managers and efficiently handled administrative duties.

Customer Service Representative

Exactstar Subic Bay Corp, Zambales, Philippines
August - November 2022

- Provide exceptional customer service through calls and emails with attention to detail and excellent communication skills.
- Prioritize customer satisfaction by resolving inquiries, being attentive, and maintaining a positive attitude.