



LALAIN LIMOT

Virtual Assistant / Bookkeeper

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Imfl.virtual@gmail.com

Lucena City, Philippines

EDUCATION

BS Management Accounting
University of Mindanao
2019-2024

ABM STRAND | SHS
Cor Jesu College, Inc.
2017-2019

SKILLS

- Executive and Administrative Support
- Accounting and Payroll Cold Calling
- and Lead Generation Virtual
- Assistance Client Communication
- Proficient in MS Office, Google
- Workspace, Xero, and QuickBooks Online

LANGUAGE

English
Tagalog

About Me

Detail-oriented and adaptable Management Accounting graduate with a diverse background in administrative work, accounting, and remote client communication. Proficient in CRM platforms like Go High Level, I excel in managing client databases, optimizing communication, and executing targeted outreach. Let's connect to discuss leveraging my tailored approach to drive results for your business.

WORK EXPERIENCE

Allianz PNB Life - Alphard GRS | February 2024 – July 2024

Executive Secretary

- Provided administrative support to a financial advisor and real estate broker
- Managed schedules, prepared reports, and maintained confidential records
- Handled client communication and organized meetings

D'Agency Realty | July 2024 – April 2025

Payroll Assistant

- Managed payroll processing and employee records
- Ensured timely disbursement of salaries and payroll compliance

Padada Treasurer's Office | November 2023 – April 2024

Administrative Staff

- Assisted in handling municipal records and financial documentation
- Supported daily operations of the Treasurer's Office

J.P. Mascariñas Auditing Services | April 2023 – July 2023

Accounting Intern

- Supported accounting staff with journal entries, ledger reviews, and audit preparation
- Handled documentation and assisted with data encoding

Pest Control Company | January 2022 – February 2024

Cold Caller / Appointment Setter

- Cold calling to prospect pest control clients
- Nurture and manage leads using Go high level
- Schedule 5-10 appointment via zoom or Calendly
- Manage Client emails and perform email outreach

Palfish | April 2020 – November 2022

Part-time ESL Teacher

- Taught English to non-native speakers via online platform
- Customized lesson plans and tracked student progress

REFERENCES

Steven Carnese | Training Head Coach
Go Virtual Agency | 09691161755