

CHELOU M. LAMANILAO
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CAREER OBJECTIVE

To obtain an Administrative Assistant or Bookkeeper position where I can contribute my administrative skills, basic bookkeeping knowledge, and strong work ethic to support daily office operations and help the company run smoothly.

PROFESSIONAL SUMMARY

Dedicated and detail-oriented professional with extensive experience in office administration, sales, and customer service. Skilled in documentation, payroll processing, tax filing, and client coordination. Reliable team player with a strong work ethic, certified in TESDA Bookkeeping and Xero Accounting Software.

WORK EXPERIENCE

Administrative Assistant

OFB Ventures and Reyon Construction and Supply Corp

November 2023 – November 2025

- Handle daily office, clerical, and administrative tasks to support operations.
- Accurately process company payroll and maintain operational documentation.
- Coordinate directly with clients and suppliers to facilitate smooth transactions.
- Manage and process housing permits and local licenses with relevant authorities.

Office Clerk / Liaison Officer

MAE Business Consultant and Services

January 2021 – September 2023

- Performed administrative and clerical duties to support daily office operations.
- Managed, organized, and maintained company records and legal documents.
- Coordinated and processed property titling and legal documents with the BIR, Assessor Office, and Registry of Deeds.
- Prepared and filed monthly, quarterly, and annual taxe**s.**

Sales Representative

Manila Bay Hosiery Mills

May 2011 – March 2020

- Promoted products, addressed inquiries, and maintained strong customer relationships.
- Consistently achieved sales targets through active client handling.

Massage Therapist

Kendu Massage Wellness and Spa

August 2010 – January 2011

- Provided quality massage services and ensured complete client comfort and satisfaction.

EDUCATION

Undergraduate – BS Hotel and Restaurant Management
Pamantasan ng Lungsod ng Marikina, 2006

Undergraduate – DHWA
ICCT College

High School Graduate
Marikina Heights High School, 2002 – 2006

TRAININGS AND CERTIFICATIONS

- Xero Certified Advisor / Certificate (Cloud Accounting Software)
- TESDA National Certificate – Bookkeeping Completion
- Korean Language Training (Victorious Language and Technology Center Inc.)

TECHNICAL & CORE SKILLS

Administrative & Operations:
- Executive Support & Office Administration
- Government Liaison & Corporate Compliance (BIR, LGU, Registry of Deeds)
- Permit Acquisition & Legal Document Processing
- Records & Digital File Management (Cloud Storage)
- Customer Inquiry Management
- Data Entry
- Gmail Inbox Management and Outlook
- Calendar Management
- Organize Google Drive
- Task Track
- Vendor & Client Coordination
- Time Management & Multi-tasking

Financial & Bookkeeping:

- Cloud Bookkeeping
- Payroll Processing & Timekeeping Administration
- Tax Preparation & Filing (BIR Forms)
- Expense Tracking & Financial Documentation

Software & Tools:

• Accounting: Xero, BIR eFPS / eBIRForms
• Productivity: Microsoft Office (Excel, Word, Outlook), Google Workspace (Docs, Sheets, Drive)
• Collaboration: Zoom, Microsoft Teams