

JASMIN A. ROJO

Virtual Assistant – Admin, Finance & Insurance Support



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Philippines

EDUCATION

Master in Business Administration

2017 – 2020

Bachelor of Science in Business Administration – Financial Management

2011 – 2015

PROFESSIONAL SUMMARY

Detail-oriented and reliable Virtual Assistant with 3+ years of VA experience and 7+ years in finance, accounting, and tax support. Proven expertise in admin operations, financial coordination, insurance documentation, SOP creation, and client communication. Highly skilled in Microsoft tools, SAP, QuickBooks, and remote collaboration. Trusted to handle confidential data, manage deadlines, and support business owners efficiently.

CORE SKILLS

Admin & VA Support

- Email & calendar management
- Client communication & follow-ups
- Appointment scheduling
- SOP creation & documentation
- Virtual file management (OneDrive / cloud systems)
- Team coordination & training support

Finance & Accounting Support

- Accounts Payable & Receivable
- Invoice verification & reconciliation
- SAP & QuickBooks data entry
- Payment monitoring & reporting
- Bank coordination & cash management
- Payroll support

Insurance & Compliance

- Insurance summaries & documentation
- Claims and policy support
- Tax filing coordination
- Government compliance support

Tools

- Microsoft
- SAP, QuickBooks
- Google Workspace
- AI Tools
- Project Management Tools

WORK EXPERIENCE

General Virtual Admin Assistant (Nov 2022 – Apr 2025)

- Managed daily client communications via email, ensuring timely and accurate follow-ups
- Scheduled appointments and coordinated calendars for clients and prospects
- Assisted in hiring, interviewing, and training remote admin assistants
- Created and maintained Standard Operating Procedures (SOPs) for recurring tasks
- Prepared detailed insurance summaries for clients
- Maintained organized virtual filing systems (cloud-based)
- Oversaw and reviewed work outputs of team members
- Utilized Microsoft tools and AI tools to improve efficiency and accuracy

Cash Management Leader (Dec 2021 – Jun 2022)

Nader & Ebrahim S/O Hassan Phils., Inc.

- Monitored daily cash balances and coordinated closely with banks
- Negotiated foreign exchange rates for USD conversions
- Managed Accounts Payable transactions and invoice verification
- Recorded transactions in SAP and QuickBooks
- Prepared check payments and monitored outstanding cheques
- Coordinated supplier reconciliations and bank transactions
- Handled petty cash and bank errands

Cash Management Associate (Aug 2020 – Dec 2021)

Nader & Ebrahim S/O Hassan Phils., Inc.

- Supported AP/AR processing and payment tracking
- Assisted in bank coordination and financial reporting
- Maintained accurate financial records and documentation

Tax Compliance & Reporting Associate (Feb 2017 – Aug 2020)

Nader & Ebrahim S/O Hassan Phils., Inc.

- Handled tax filing and payment compliance
- Coordinated with BIR, SEC, BOI, and auditors
- Processed company tax refunds
- Assisted in audit preparation and tax reviews

Accounting Assistant (Nov 2015 – Feb 2017)

Nader & Ebrahim S/O Hassan Phils., Inc.

- Assisted in payroll computation and billing
- Issued official receipts with proper tax computation
- Generated accounting reports and maintained records