



# ALVIN PIMENTEL

## VIRTUAL ASSISTANT

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Binanu-an, Barbaza, Antique

Detail-oriented virtual assistant skilled in property management, bookkeeping, and executive support, with a knack for streamlining operations and delivering top-notch client assistance. Eager to contribute efficiency and excellence to a dynamic team in need of versatile support.

### STRENGTHS AND EXPERTISE

- Property inspections
- Tenant communication and relations
- Rent collection and financial reporting
- Travel planning and expense management
- Accounts payable and receivable
- Bank reconciliations
- Expense tracking
- Email management
- Data entry and management
- Customer service
- Calendar management for executives
- Meeting coordination and scheduling
- Correspondence drafting and proofreading
- Lease administration

### PROFESSIONAL EXPERIENCE

**Lotus Commercial**  
**Finance Admin (Accounts Receivable)**

**April 2024- March 2025**

As a Finance Admin specializing in Accounts Receivable, I manage financial transactions while ensuring accurate record-keeping. This includes invoicing, payment processing, account reconciliation, and debt follow-ups. With strong attention to detail and financial expertise, I maintain efficient cash flow, accurate reporting, and compliance, contributing to the organization's financial health.

#### Accomplishments:

- Managed the end-to-end accounts receivable process, ensuring timely invoicing, payment tracking, and reconciliation.
- Oversaw the transfer of overdue accounts to collection agencies, improving recovery rates and minimizing financial losses.
- Maintained accurate financial records and reports, supporting compliance and informed decision-making.
- Streamlined payment follow-ups and negotiations, reducing outstanding receivables and enhancing cash flow.
- Collaborated with internal teams to improve billing processes and customer account management for greater efficiency.

**eVA Business Process Outsourcing  
Property Manager with Bookkeeping**

**September 2022- April 2024**

As a Property Manager with Bookkeeping responsibilities, I oversee property operations while managing financial records. This includes tenant relations, maintenance coordination, rent collection, and accounts management. With attention to detail and financial acumen, I ensure smooth operations and accurate financial reporting, contributing to property success and compliance.

**Accomplishments:**

- Successfully negotiated lease agreements resulting in high tenant retention rates and minimized vacancies.
- Improved rent collection process, resulting in increased on-time payments.
- Streamlined accounting procedures, reducing reconciliation time.
- Received positive feedback from tenants for prompt resolution of maintenance issues, enhancing tenant satisfaction.
- Ensured compliance with tax regulations and financial standards, minimizing audit risks and penalties.
- Use Quickbooks for bookkeeping task

**Executive Assistant  
Freelance Job**

**June 2020- June 2022**

As a Virtual Executive Assistant, I specialize in providing high-level administrative support to executives and business leaders. My role includes managing complex calendars, coordinating meetings, handling communications, and performing essential administrative tasks. I ensure the efficient operation of day-to-day activities, allowing executives to focus on strategic initiatives while maintaining seamless workflow and organization.

**Accomplishments:**

- Streamlined Executive Scheduling: Successfully optimized complex executive calendars, minimizing scheduling conflicts and ensuring more efficient use of time.
- Enhanced Communication Flow: Acted as a key liaison between executives and stakeholders, improving the clarity and responsiveness of communications.
- Efficient Meeting Coordination: Organized and prepared for high-impact meetings, including crafting agendas and gathering materials, leading to more productive discussions.
- Improved Administrative Efficiency: Implemented effective office systems and procedures, which enhanced workflow and reduced administrative delays.
- Confidential Information Handling: Managed sensitive information with discretion and integrity, maintaining confidentiality and trust in all communications.

As an Executive Assistant, I provide crucial support to executives, ensuring seamless operations by managing schedules, communications, and various tasks. From handling administrative duties to coordinating meetings and conducting research, I play a vital role in the executive's workflow, showcasing my ability to multitask and facilitate efficient decision-making.

**Accomplishments:**

- Implemented a new email management system, reducing inbox clutter and improving response times, resulting in enhanced communication efficiency.
- Streamlined travel arrangements for executive team members, optimizing itineraries and reducing travel costs without compromising convenience.

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**TOOLS**

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|---------------------|-----------------|----------------------|
| • Microsoft Office  | • Skype         | • Redfin             |
| • Xero              | • Primo Browser | • Craigslist         |
| • Property tree     | • Asana         | • Capcut             |
| • REA (real estate) | • Calendly      | • Meta               |
| • Google suites     | • Zoom          | (Facebook/Instagram) |
| • Slack             | • Hubspot       | • Rentvine           |
| • Canva             | • Quickbooks    | • Lofty              |
| • Airbnb            | • Spark Desktop | • Rental Application |
| • Zillow            | • Monday.com    | • MLS                |
| • 3cx               | • Simpro        | • Dropbox            |
| • Stripe            | • Bpoint        | • Outlook 365        |
|                     | • Intercom      |                      |

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**EDUCATION**

**University of Antique- TLMC**

Bachelor of Science in Entrepreneurship

**City University of Seattle in Canada (Online)**

Post- Graduate Diploma

Bachelor of Arts in Management