



**CLICK HERE**

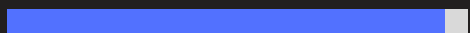
*to watch my intro video*

## yesVIRTUAL Training

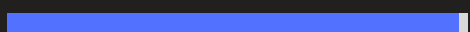
- Lease Renewal
- Adding New Property
- Move In/ \Move Out Process
- Invoicing
- Maintenance Online Request
- Maintenance Dispatching Vendors
- Maintenance Coordination and Follow up
- Extracting Work Orders and understanding the spreadsheet report for PMs
- Data Entry
- Bill Payment to Vendor
- Account Payables
- Vendor Billing

## BASIC PROPERTY MANAGERMENTS SKILLS

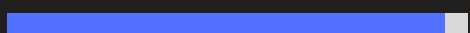
### Communication Skills



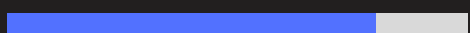
### Computer Skills



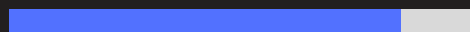
### Administrative Task



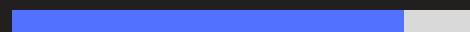
### Maintenance and Maintenance Coordination



### Mainline and Leasing



### Tenant Screening



**1 YEAR HANDS-ON EXPERIENCE!**

# AXL JOHN F. ALARIN

*Virtual Assistant/Remote Team Member*

## Education

The University of Mindanao- Matina Davao City  
Bachelor of Science in Accounting Technology  
2014-2019

## Career Summary

Virtual Assistant Professional  
Eighty20Virtual  
November 2021 – March 2022

- Screen and verify merchants' request for loans
- Scrub different (US) banks to filter deposits, NSF, OD, and more.
- Coordinate clients regarding merchants' request

Accounting Bookkeeper – Accounts Payable and  
Receivable Specialist (QuickBooks Intuit) Turnkey  
Philippines  
May 2021 – September 2021

- Assemble, review, and verify invoices and check requests
- Flag and clarify any unusual/questionable invoice items or prices
- Sort, code, and match invoices
- Set invoices up for payment
- Enter and upload invoices into system
- Receive and record customers' deposit and payment
- Reconcile accounts

Billing and Technical Specialist – Comcast & HERTZ  
VXI Global Holdings BV – Davao City  
January 2020 – May 2021

- Answer customers' inquiries (bills) thru phone calls
- Troubleshoot ISP connection
- Process/Receive payments
- Sales

## Other Skills

- QuickBooks
- Xero
- Buildium
- Appfolio
- Excellent communication skills
- Emotional intelligence
- Self-awareness
- Leadership