

# PORTFOLIO

Chyrin Tigue

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# Hello,

**I'm Chyrin Tigue**

*Executive Assistant / Bookkeeper*

My goal is to continue building my expertise in financial management and administrative support, while contributing to the success and efficiency of the organizations I work with. I aim to deepen my knowledge in accounting systems, compliance, and reporting, and eventually take on more advanced responsibilities in finance and operations. I'm also committed to continuously improving workflows and processes to enhance productivity. Long-term, I see myself growing into a senior administrative or finance role where I can lead a team, support strategic decision-making, and help drive sustainable growth for the business.





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# Education

**2015-2021**

**Saint Columban College**

**Bachelor of Science in Office Administration**



# Experience

## Novari Collective Melbourne

At Novari Collective in Melbourne, I support the team as an assistant bookkeeper and admin all-rounder. My responsibilities include daily bank and credit card reconciliations in Xero, processing invoices and bills, managing accounts payable and receivable. I also handle general admin tasks such as managing booking forms and proposals, organising digital files via Sharepoint, updating internal trackers, and coordinating with clients. My role helps ensure the financials stay accurate and operations run smoothly behind the scenes.

Item	Description	Qty	Price	Disc	Account	Tax rate	Tax amount	Company	Sales Person	Amount AUD
281	Initial Rental	1	5640.00		201 - Novari Styling Rent	GST on Income	512.73	Novari Property Styling	Rachel Patane	5640.00
786	Delivery fees	1	1040.00		206 - Novari Styling Delivery Fees	GST on Income	94.55	Novari Property Styling	Rachel Patane	1040.00
281	Initial Rental	1	0.00				0.00	Novari Property Styling	Rachel Patane	0.00
281	Risk Protection RPP	1	199.00		203 - Novari Styling RPP Fees	GST on Income	18.09	Novari Property Styling	Rachel Patane	199.00
488	Credit Card Surcharge Fee	1	0.00				0.00	Novari Property Styling	Rachel Patane	0.00
281	Initial Rental - Free Rental 2 Weeks	2	2820.00		201 - Novari Styling Rent	GST on Income	512.73	Novari Property Styling	Rachel Patane	5640.00
281	Initial Rental - DISCOUNT	2	-2820.00		201 - Novari Styling Rent	GST on Income	-512.73	Novari Property Styling	Rachel Patane	-5640.00
Subtotal										6,879.00

**Outstanding Items**

- RENEE TO DO
- DATE FIELDS

**DAILY WORKFLOW**

1. Check receivables-MONEY IN (Stripe, Bank transactions, Campaign flow-> update Xero, Rev Sheet, PaidNice, Trello card and move Trello card if status has changed)
2. Booking forms -Process as received - Melbourne is 3 hours forward from you, check with online calendar if unsure
3. Follow up Extended hire - due 1 week prior to end of contract. Support->send extended
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**Proposal**

**Booking Forms**

- 9703-RP-Styling-21A Victoria Road-21A Victoria Road, Northcote VIC 3070-\$4778.80
- 9744-RP-Styling-12 Harker St. Alphington 3078-\$5,922.42
- 9799-MH-Styling-1 Walsh Street, Coburg VIC 3058-\$5,734.40
- 9802-RP-Styling-68 Tannock Street Balwyn North VIC 3104-\$4,688.42 - Auction | Sold Date:
- Styling-3/15 Road, South Yarra \$8,028.97 - Auction

**9771 (ex 9749)-MH-Styling-Sheetal Kapoor-119 Eglinton Street, Kew VIC 3101-\$11,286.40\*PAID\* - Auction | Sold Date:**

CLIENT: Sheetal Kapoor  
EMAIL: Sheetal20k@yahoo.com  
PHONE: 0401540475  
JOB ADDRESS: 119 Eglinton Street, Kew VIC 3101  
PROPOSAL: (9749) 9771  
XERO INVOICE NUMBER: INV-1621  
STYLIST: Makala Holland  
Agent: (Jellis Craig)  
Agent's Email:  
JOB BOOKING DATE: February 14, 2025

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
1 Feb 2025	Manual Journal	Reversal: Deferred Styling Revenue - Deferred Styling Revenue	#22012	-	38,602.00	38,602.00	38,602.00	-
3 Feb 2025	Receivable Invoice	Evan Foster - Initial Rental - Up Front	9753 1/6 Fernwick Street, Kew VIC 3101 - Pay	-	4,287.82	42,889.82	4,716.63	428.78
3 Feb 2025	Receivable Invoice	Evan Foster - Initial Rental - Free Rental 2 Weeks	9753 1/6 Fernwick Street, Kew VIC 3101 - Pay	-	2,143.91	45,033.73	2,358.30	214.39
3 Feb 2025	Receivable Invoice	Evan Foster - Initial Rental - DISCOUNT	9753 1/6 Fernwick Street, Kew VIC 3101 - Pay	2,143.91	-	42,889.82	(2,358.30)	(214.39)
3 Feb 2025	Receivable Invoice	Juanno Barbalomero - Initial Rental - Up Front	9761 29/30/31 Dalmer Avenue, Omond VIC 3204 - Pay Later	-	7,754.73	50,644.55	8,530.20	775.47
3 Feb 2025	Receivable Invoice	Juanno Barbalomero - Initial Rental - DISCOUNT						
3 Feb 2025	Receivable Invoice	Juanno Barbalomero - Initial Rental - DISCOUNT						

Hi Chyrin and Rachel,

As discussed with Rachel, our auction date for this campaign is now Saturday, 12<sup>th</sup> April. We would like to keep furniture in place until after the auction, and will confirm if an extension is required on Monday afterwards (or before). Rachel, thank you for allowing this extra bit of time without incurring the additional costs.

Kind regards,

Charmayne Dulle  
Sales Associate

Mobile +61 0430 788 680

Belle Property Armadale | 03 9509 0411  
1258 High Street, Armadale, VIC 3143  
belleproperty.com/Armadale

Our goal is to provide you with the best real estate experience and we ask that you treat our team with respect. Our office does not tolerate any abuse or aggressive behaviour towards our team members.

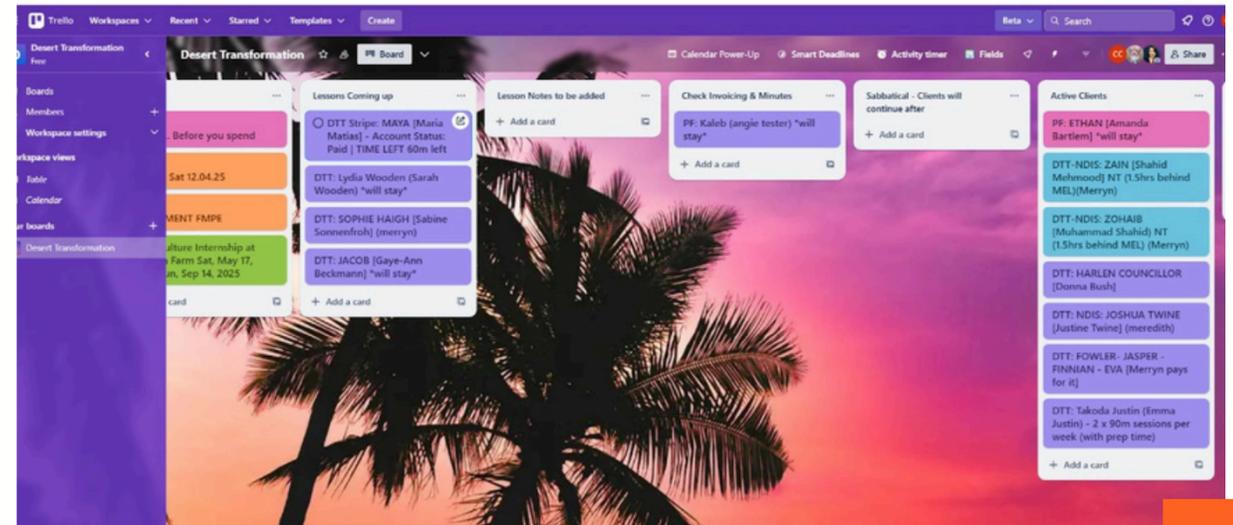


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# The Dessert Transformation Trust

As a bookkeeper and admin support, my daily tasks include recording financial transactions, reconciling bank statements, managing invoices, bills, and generating financial reports. I also schedule meetings through Proton Calendar, handle communication, and organize documents in Dropbox. Using Trello, I track tasks and ensure deadlines are met, while also doing data entry, preparing documents, and managing client/vendor communication. I assist with special projects as needed, ensuring everything runs smoothly.



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Finance Payroll Spark **Dashboard**

## Dashboard

### Balance Sheet

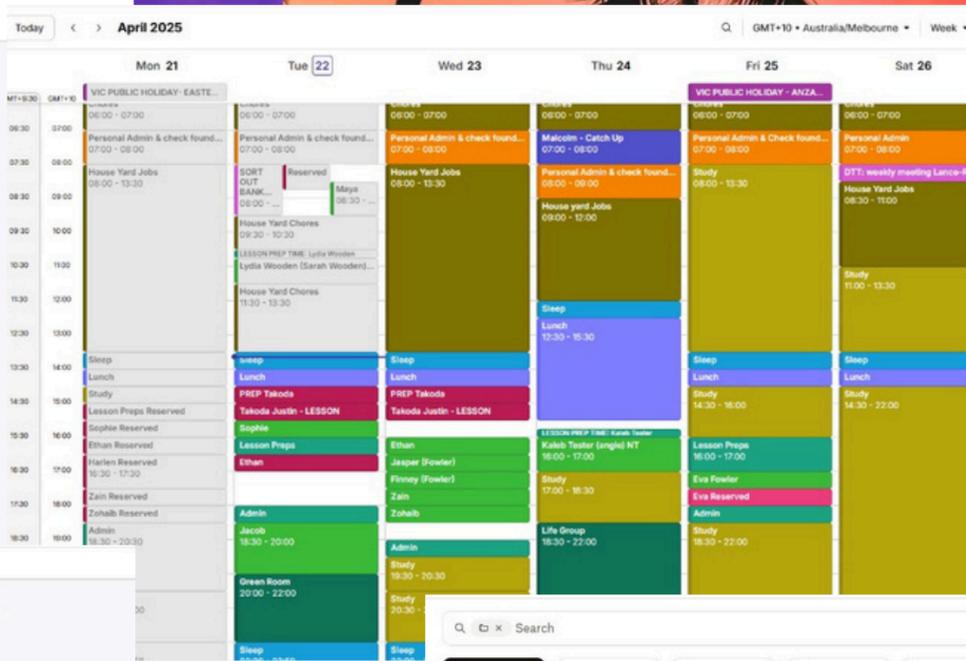
As of 30/06/2025  
Cash Basis

Assets	
<b>Bank and Cash</b>	
Lance and Alison Box as Trustees for The Desert Transformation Trust	\$185,008.61
Cash on Hand	(\$3.20)
Owner's Equity-Drawings	(\$5,498.36)
<b>Total Bank and Cash</b>	<b>\$180,307.05</b>
<b>Current Assets</b>	
Accounts Receivable	\$0.00
Prepayments	\$0.00
Inventory	\$0.00
Loan to Christi Abundantia Foundation	\$0.00
Loan to Melody and Edwin Endriga	\$0.00
<b>Total Current Assets</b>	<b>\$0.00</b>
<b>Non-current Assets</b>	
Office or Plant Equipment	\$0.00
Gold   Silver Investment	\$1,000.00
Other Investments	(\$1,000.00)
Less Accumulated Depreciation on Office Equipment	\$0.00
Computer Equipment	\$0.00
Less Accumulated Depreciation on Computer Equipment	\$0.00
<b>Total Non-current Assets</b>	<b>\$0.00</b>

### Profit & Loss

For the period to 30/06/2025  
Cash Basis

Revenue	
Sales - Tutoring	\$23,432.55
Sales - Earthfood	\$65.09
Other Revenue	\$553.25
Interest Income	\$0.00
<b>Total Revenue</b>	<b>\$24,050.89</b>
<b>Direct Cost</b>	
Cost Of Goods Sold - Tutoring	\$0.00
Cost Of Goods Sold - Earthfood	\$99.16
<b>Total Direct Cost</b>	<b>\$99.16</b>



### Invoices

Status	Number	Date	Customer	Total
Unpaid	INV-0141	17/04/2025	Shahid (Muhammad Zain Shahid) Muhamm...	\$86.79
Unpaid	INV-0140	17/04/2025	Shahid Mehmood (Muhammad Zohaib Shah...	\$86.79
Paid	INV-0139	15/04/2025	Merryn Dearsden	\$190.00
Paid	INV-0138	15/04/2025	Shahid (Muhammad Zain Shahid) Muhamm...	\$86.79
Paid	INV-0137	15/04/2025	Shahid Mehmood (Muhammad Zohaib Shah...	\$86.79
Paid	INV-0136	10/04/2025	Sarah Wooden (Lydian Wooden)	\$200.00
Paid	INV-0135	08/04/2025	Merryn Dearsden	\$190.00
Paid	INV-0133	08/04/2025	Shahid Mehmood (Muhammad Zohaib Shah...	\$65.09
Paid	INV-0132	08/04/2025	Shahid (Muhammad Zain Shahid) Muhamm...	\$65.09
Paid	INV-0134	07/04/2025	Merryn Dearsden	\$71.25
Paid	INV-0131	03/04/2025	Shahid Mehmood (Muhammad Zohaib Shah...	\$65.09
Paid	INV-0130	03/04/2025	Shahid (Muhammad Zain Shahid) Muhamm...	\$79.56

A screenshot of a file management interface, likely Dropbox. It shows a search bar, navigation buttons (Upload or drop, Create, Create folder, Get the app, Transfer a copy, Share), and a list of suggested files. Below this, there's a section for "All files / Desert Transformation Trust / Expenses / 2025 Expenses" and a view of files for "April 2025". The file list includes items like "20.04.25 Autobarn Ferntree Gully 83.99.jpg", "20.04.25 AA Bayswater fuel 219.94.jpg", and "16.04.25 The Shipping Container Company inv 2000 4510.00.jpg".

# Tools Used



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## Novari Collective

- eMClient
- Xero
- Trello
- Paidnice
- Campaign Flow
- Stripe
- MS Excel
- MS Powerpoint
- Google Sheets



Google Sheets

## Dessert Transformation Trust

- Trello
- eMClient
- Gimbla
- Dropbox
- Spending Planner
- Proton Calendar

GIMBLA



Trust

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# ***Thank you***

## **Contact Details**

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