



ELOISA

VIDEO INTERVIEW

EXPERTISE SKILLS

- Accounts Payable (AP)
- Bookkeeping
- Accounts Reconciliation
- Bank Reconciliation
- Vendor Invoice Processing
- Vendor Statement Reconciliation
- Vendor Inquiry Resolution
- Transaction Categorization
- Financial Record Maintenance
- AP Recordkeeping & Filing
- Payment Processing
- Data Entry
- Spreadsheet Management
- Financial Documentation
- Inventory Data Management
- Product Listing Management
- Shopify Catalog Management
- Cross-Functional Collaboration
- Customer Service
- Attention to Detail

TOOLS

- QuickBooks Online
- Shopify
- Microsoft Office Suite
- Google Workspace
- Microsoft Excel
- Google Sheets
- Zoom
- ChatGPT
- Gemini
- Claude
- Microsoft Copilot
- Slack
- Google Chat
- Microsoft Teams
- Discord
- WhatsApp

Results-driven Bookkeeper with 2+ years of remote experience specializing in accounts payable, bookkeeping support, vendor invoice processing, bank reconciliation, and financial record management for U.S.-based businesses. Proven track record of processing vendor invoices with accuracy, reconciling transactions, maintaining organized financial records, resolving vendor inquiries, and supporting daily bookkeeping operations using QuickBooks Online while ensuring audit-ready documentation and timely payment processing. Brings strong expertise in QuickBooks Online, bank reconciliation, accounts payable, bookkeeping, financial documentation, and spreadsheet management, helping organizations maintain accurate financial records, improve accounting efficiency, and support sound financial decision-making.

WORK EXPERIENCE

ACCOUNTING ASSISTANT

Freelance (Part-time U.S. Client) | June 2026 – Present

- Maintained accurate financial records by recording and organizing bookkeeping transactions, assisted with transaction categorization, performed data entry using accounting software and spreadsheets, organized accounting documents for audit readiness, and supported daily bookkeeping operations while ensuring accurate and up-to-date financial records.

PRODUCT LISTING SPECIALIST/ACCOUNTS PAYABLE SPECIALIST

Swim2000 (The VA Hub) | January 2024 – April 2026 (2 Years, 4 Months)

- Reviewed, verified, and processed vendor invoices and payment requests using QuickBooks Online, performed bank reconciliations, resolved vendor payment discrepancies, responded to vendor inquiries, maintained accounts payable records and vendor filing systems, updated financial spreadsheets, managed Shopify product listings, and collaborated with internal teams to resolve accounting and operational issues.

GROUND ATTENDANT

Philippine Airport Ground Support Solutions, Inc. (Cathay Pacific) | September 2022 – September 2023 (1 Year, 1 Month)

- Assisted airline passengers, coordinated with multiple departments to support daily airport operations, maintained accurate documentation, resolved customer concerns professionally, and delivered high-quality customer service in a fast-paced environment.

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