



PAULA

[VIDEO INTERVIEW](#)

WORK EXPERIENCE

EXECUTIVE ASSISTANT & BOOKKEEPING SUPPORT

HR Connect Pte Ltd (Singapore) | February 2024 – June 2025 (1 Year, 5 Months)

- Supported executives by managing multi-time zone calendars and inboxes while handling daily bookkeeping, bank reconciliations, QuickBooks transaction recording, monthly financial reports, and audit preparation to ensure accurate financials and smooth executive operations.

EXECUTIVE & BOOKKEEPER SUPPORT

Kiwishore Company (Agency – AU/NZ Clients) | November 2022 – February 2024 (1 Year, 4 Months)

- Delivered full-cycle bookkeeping for Australian and New Zealand clients, including BAS/IAS lodgements, GST reporting, payroll processing, financial reporting, and compliance documentation while assisting executives with scheduling and deadline management.

ACCOUNTING ADMIN/BOOKKEEPER

Kuubik Company (Agency – US/Canada Clients) | August 2019 – September 2022 (3 Years, 2 Months)

- Managed AP/AR, bank and credit card reconciliations, monthly P&L and balance sheet preparation, billing coordination with clients and vendors, and bookkeeping support using Xero, MYOB, Sage, NetSuite, and QuickBooks to maintain accurate financial records.

SKILLS/AREAS OF EXPERTISE

- Bank Reconciliation
- Accounts Payable (AP) & Accounts Receivable (AR)
- Invoicing & Billing
- Payroll Processing
- Bookkeeping (Full-Cycle)
- Financial Forecasting & Reporting
- Balance Sheet & P&L Preparation
- Audit Preparation & Compliance Support
- Bank Reconciliation
- Accounts Payable (AP) & Accounts Receivable (AR)
- Invoicing & Billing
- Payroll Processing
- Bookkeeping (Full-Cycle)
- Financial Forecasting & Reporting
- Balance Sheet & P&L Preparation
- Audit Preparation & Compliance Support

TECHNOLOGY

- QuickBooks (Online)
- Xero
- NetSuite
- SAP
- Oracle ERP / Oracle EBS / Oracle Retail
- MS Dynamics 365
- MYOB
- Sage
- Zoho
- IBM Mainframe
- Database, ETL & Technical Tools
 - ETL Processes
 - Oracle PL/SQL
 - MySQL
 - MS Access
- Microsoft Excel (Advanced)
- Google Workspace
- HubSpot

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