



HAZEL



WORK EXPERIENCE

INDEPENDENT BOOKKEEPER & ACCOUNTANT

Expert Accounting Solutions | September 2024 - Present

- Provides full-cycle bookkeeping and accounting services to U.S. and Canadian clients using QuickBooks and Sage, ensuring accurate financial records, reconciliations, and reliable reporting for business decision-making

FINANCE MANAGER/PART-OWNER

Bicol Milk Tea Hub (Rich Smile - Naga Branch) | April 2021 - January 2025 (3 Years, 9 Months)

- Oversaw financial and accounting operations for a food and beverage franchise, managing inventory, accounts payable, budgeting, and financial controls while supporting marketing, customer service, and day-to-day business operations

ACCOUNTING MANAGER (HEAD OF ACCOUNTING DEPARTMENT)

Shopping Center Management Corporation (SM City Naga) | August 2009 - January 2022 (12 Years, 6 Months)

- Led mall-wide accounting operations, managed budgets, reviewed financial statements across multiple divisions, oversaw AR/AP, payroll, asset and inventory audits, balance sheet reconciliations, and ensured timely submission of accurate financial reports to management

ACCOUNTING OFFICER

Shopping Center Management Corporation | April 2008 - August 2009 (1 Year, 5 Months)

- Assisted in mall and food court accounting functions, supporting budget monitoring, transaction validation, and financial reporting under senior management

FACULTY MEMBER (ACCOUNTING & BUSINESS SUBJECTS)

University of Northeastern Philippines | November 2006 - April 2008 (1 Year, 6 Months)

- Taught accounting and business courses, translating complex financial concepts into practical applications for college students

ACCOUNTANT II/DISTRICT FINANCE UNIT HEAD

Quedan and Rural Credit Guarantee Corporation | March 2004 - June 2006 (2 Years, 4 Months)

- Led district-level finance operations including budgeting, financial reporting, AP/AR monitoring, and preparation of statutory financial statements and work plans

DISTRICT BOOKKEEPER

Quedan and Rural Credit Guarantee Corporation | August 2003 - March 2004 (8 Months)

- Maintained district books of accounts and performed reconciliations and financial documentation in support of government finance operations

INTERNAL AUDITOR

Aben Marketing | March 2003 - August 2003 (6 Months)

- Conducted operational, compliance, and financial audits across regional branches, reconciled receivables, prepared audit findings, and issued recommendations to strengthen internal controls

SKILLS/AREAS OF EXPERTISE

- Certified Public Accountant (CPA)
- Full-Cycle Bookkeeping
- Accounts Payable (AP) & Accounts Receivable (AR)
- Payment & Billing Processing
- Budget Preparation & Monitoring
- Payroll Processing
- Tax Preparation & Compliance
- Asset & Inventory Accounting
- Bank & Account Reconciliations
- Month-End & Year-End Close Processes
- Financial Statement Preparation & Analysis
- Financial Audits (Internal & External)
- GAAP-Compliant Accounting
- Cash Flow & Expense Management

TECHNOLOGY

- QuickBooks (Online & Desktop)
- Xero
- SAP
- Microsoft Office 365 (Excel, Word, Outlook)
- Google Workspace (Docs, Sheets, Drive)
- BlackLine

LICENSES & CERTIFICATIONS

- Certified Public Accountant (CPA) - Professional Regulation Commission
- Certified QuickBooks Online ProAdvisor
- Xero Advisor Certified
- Xero Payroll Certified
- Xero Migration Specialist

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