



WORK EXPERIENCE

ACCOUNTING CLERK

MicroSourcing Philippines, Inc. | Oct 2024 - Present

- Generated and issued 1,200+ invoices monthly with 99.8% accuracy, reconciled AR ledger, reduced disputes by 20%, and decreased DSO by 25% through proactive collections.

JUNIOR ASSOCIATE I

Juancho S. Ong Co. & CPAs | Aug 2023 - Oct 2024 (1 year, 2 months)

- Prepared BIR tax filings, financial statements, payroll, receivable/payable schedules, and supported both internal and external audits.

CUSTOMER SERVICE - TELLER

Metrobank Tuguegarao Main | Feb 2023 - Jul 2023 (5 months)

- Handled deposits, withdrawals, wire transfers, and FX transactions; assisted customers with account and loan services.

BOOKKEEPER

Jotay Resort (Santa Cagayan) | Aug 2019 - Aug 2021 (2 years)

- Managed financial records, daily data entry, reconciliations, and inventory counts to ensure financial accuracy.

SKILLS/AREAS OF EXPERTISE

- Invoice Processing & Accuracy Verification
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Bank Reconciliation
- Payroll Processing
- Internal & External Auditing
- Tax Filing (BIR / U.S.)
- Financial Reporting & Statements Preparation
- General Ledger Management
- Bad Debt Analysis & AR Collections Management

TECHNOLOGY

- QuickBooks (Online & Desktop)
- Xero
- SAP
- NetSuite
- Microsoft Office 365
- Google Workspace (Docs, Sheets, Slides, Gmail, Drive, Meet, Calendar)

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