



SIRIEL

[VIDEO INTERVIEW](#)

EXPERTISE SKILLS

- QuickBooks Software Configuration & Setup
- QuickBooks Troubleshooting & Technical Support
- End-to-End Bookkeeping
- Financial Statement Preparation
- Accounts Payable & Accounts Receivable
- Bank Reconciliation & Financial Data Management
- Tax Reporting Support
- Quality Assurance & Compliance Review
- Customer & Technical Support

TOOLS

- QuickBooks Online
- Google Workspace
- Microsoft Office

Detail-oriented Bookkeeper with 5+ years of experience in financial reporting, reconciliation, and accounting software support for small businesses and diverse clients. Proven track record of maintaining accurate financial records, preparing financial statements and tax reports, and optimizing accounting workflows through expert use of QuickBooks Online. Brings strong expertise in bookkeeping, accounts payable/receivable, and financial compliance, helping organizations improve financial accuracy, streamline operations, and support informed business decisions.

WORK EXPERIENCE

DIGITAL QUALITY MODERATOR

Concentrix | July 2024 – Present

- Evaluates content and agent interactions for compliance with quality standards, provides coaching and feedback, and manages moderation-related queries to maintain high service performance.

TECHNICAL ADVISOR I

Concentrix | August 2022 – July 2024 (2 Years)

- Provided technical support for accounting software, handled troubleshooting and configuration, and assisted clients with financial data management and system optimization.

FREELANCE BOOKKEEPER

Freelance | January 2021 – Present

- Prepares financial statements, manages bookkeeping and tax reporting tasks, and provides organized financial insights for small businesses and sole proprietors.

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