



RUTH

[VIDEO INTERVIEW](#)

WORK EXPERIENCE

FINANCE OFFICER/BOOKKEEPER (REMOTE)

MKM Construction (Australian Company – WFH) | May 2023 – October 10, 2025 (2 Years, 5 Months)

- Managed end-to-end bookkeeping by processing invoices and credit card transactions, performing bank and credit card reconciliations, posting journal entries, responding to vendor queries, maintaining vendor records, coordinating PO concerns with project managers, and handling account inbox management and ad-hoc finance tasks.

ADMINISTRATIVE ASSISTANT/BOOKKEEPER

BMF Resources, Inc. (Real Estate) | Makati City | 2003 – 2023 (20 Years)

- Supported the general manager and daily business operations through full bookkeeping functions, accounts payable and receivable, deposits, government compliance processing, tenant coordination, and administrative support to ensure smooth real estate operations.

ACCOUNTING /ADMINISTRATIVE STAFF

Bio-Lab Medical Systems, Inc. (Medical & Laboratory Services) | Makati City | 1991 – 2006 (15 Years)

- Handled payroll preparation, bookkeeping, payables, AR aging and statements of account, government filings, stockholders' meeting documentation, petty cash custodianship, confidential records management, executive call screening, procurement, leave tracking, and company representation in seminars.

SKILLS/AREAS OF EXPERTISE

- 30+ Years Accounting Experience
- Accounts Payable
- Accounts Receivable
- Bookkeeping
- Payroll Processing
- Bank Reconciliation
- Credit Card Reconciliation
- Journal Entries
- Procurement
- Vendor Coordination
- Government Compliance Processing
- Administrative Support
- Project Coordination
- Petty Cash Management
- Financial Record Keeping

TECHNOLOGY

- Jonas Premier Software
- QuickBooks Online
- Xero (Level 1 & Level 2 Certified)
- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace

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