



ROB

 [VIDEO INTERVIEW](#)

WORK EXPERIENCE

US BOOKKEEPER

AKOI Management Philippines | August 2025 – Present

- Manages full-cycle bookkeeping for 17+ U.S. clients including high-net-worth individuals and small business owners by overseeing monthly bank reconciliations, payroll processing, expense categorization, GAAP-compliant financial reporting, and collaboration with U.S. CPAs while reducing unreconciled discrepancies by 30%.

BOOKKEEPING INTERN

Gencys Digital Trading Inc. | January 2025 – May 2025 (5 Months)

- Recorded and reconciled daily financial transactions with 100% general ledger accuracy, prepared income statements and balance sheets for management review, and improved reporting workflows to reduce monthly closing time by 20%.

BOOKKEEPING INTERN (REMOTE)

ACE Accounting | September 2024 – October 2024 (2 Months)

- Completed a QuickBooks Online-focused remote internship by performing reconciliations, journal entries, bank feed management, financial report customization, and multi-client bookkeeping simulations for U.S.-based entities.

SKILLS/AREAS OF EXPERTISE

- Full-Cycle Bookkeeping
- Bank Reconciliation
- Payroll Processing
- Payroll Reconciliation
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Expense Categorization
- Journal Entries
- Month-End Close
- Financial Statement Preparation
- GAAP Compliance
- Trial Balance Review
- Multi-Client Management
- Financial Reporting
- General Ledger Management

TECHNOLOGY

- QuickBooks Online (QBO)
- Xero
- Agilink
- Microsoft Excel
- Google Sheets
- Microsoft Office (Word, PowerPoint)

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