



LEZIEL

[VIDEO INTERVIEW](#)

WORK EXPERIENCE

SENIOR ACCOUNTANT

Vody, LLC | October 2022 – August 2025 (2 Years, 11 Months)

- Managed full accounting operations including AP, reconciliations, financial reporting, budgeting, and internal controls; created SOPs and handled investor reconciliations to streamline processes and ensure accuracy

ACCOUNTANT

UnixSurplus, Inc. | May 2021 – October 2022 (1 Year, 6 Months)

- Led a team of two associates, performed bank/credit card/sales channel reconciliations, created SOPs, handled sales tax reviews, managed invoicing and collections, and supported cross-functional teams for billing resolutions and compliance

FINANCE ACCOUNTANT

Primacy Care Australia | April 2023 – December 2023 (9 Months)

- Managed full-cycle Australian accounting including payroll, AP/AR, fixed asset reconciliations, monthly reporting, and workflow improvements that reduced billing turnaround time by 40%

SENIOR ACCOUNTANT

Valentine & Associates, USA | December 2023 – December 2024 (1 Year)

- Provided full-cycle bookkeeping using QuickBooks, Xero, and Keeper across multiple U.S. clients; reconciled accounts, processed payroll, prepared financial statements, and collaborated with U.S. accountants on workflow optimization and discrepancy resolution

GL ACCOUNTANT/BOOKKEEPER

Saint Louis College – Cebu | 2013 – 2021 (8 Years)

- Managed government compliance (BIR, SEC), prepared financial reports, reconciled accounts, analyzed student billing discrepancies, improved billing processes, and coordinated with purchasing and receiving for vendor payments

ACCOUNTANT/AR SPECIALIST

Casa Del Mar | 2004 – 2010 (6 Years)

Forever Living Philippines | 2000–2004 (4 Years)

- Produced financial statements, assisted with budgeting/forecasts, managed AR, reconciled entries, and supported month-/year-end close processes while maintaining tax compliance.

FINANCE OFFICER

Goldenbridge Shipping | 2011–2013 (2 Years)

Kinvara, Inc. | 2010 – 2011 (1 Year)

- Conducted variance analysis, prepared financial statements, oversaw AP/AR, supported audits, ensured tax compliance, monitored resort memberships, and led financial performance reporting across operations

SKILLS/AREAS OF EXPERTISE

- Accounts Payable (AP)
- Accounts Receivable (AR)
- State Tax Filing & Compliance
- Bank Reconciliation
- Categorizing Book of Accounts
- Financial Statements Preparation
- US Tax Support
- Payroll Processing
- Audit Support (Internal & External)
- Budgeting & Forecasting
- Variance Analysis
- Full-Cycle Bookkeeping
- Process Optimization & Clean-Up Projects

TECHNOLOGY

- QuickBooks Online & Desktop
- Google Suite/Google Workspace
- Microsoft Office 365
- Keeper
- Asana
- Trello
- Monday.com
- Xero
- SAP

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