Candidate #F-1304

Bookkeeper · 8 years experience

Candidate ID: F-1304

Category: Finance **Experience:** 8 yrs **Location:** Manila, Philippines **English:** C1 **Fee:** A$1,800/mo

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Employer names, personal contact details, and identifying information have been removed.
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PROFESSIONAL SUMMARY

I'm a Xero-certified bookkeeper with eight years of experience supporting Australian small and medium businesses. I handle everything from daily bank reconciliations and BAS preparation to month-end close packs and payroll. I've worked with clients in real estate, construction, professional services, and retail. I'm meticulous, deadline-driven, and I communicate clearly about anything unusual in the accounts. My goal is always to have your books clean, current, and audit-ready. I hold a Bachelor of Science in Accountancy.

SKILLS

Xero | Bank reconciliation | BAS preparation | Accounts payable / receivable | MYOB | Payroll (STP)

WORK EXPERIENCE

Bookkeeper

AU accounting practice · 2019-01 – Present

Managed books for 12 SME clients. Prepared monthly management packs and annual BAS.

Accounts Officer

PH property developer · 2016-04 – 2018-12

Processed AP/AR, reconciled supplier statements, and supported annual audit.

CERTIFICATIONS

* **Xero Advisor Certified**
  Xero · 2020-03 · Verified by Adept
* **Bachelor of Science in Accountancy**
  University of Santo Tomas · 2016-04 · Verified by Adept