



MAY



PROPERTY ACCOUNTANT

PERSONAL PROFILE

I'm an experienced Property Accountant in one of Real Estate Company in the Philippines. I am able to handle multiple task on a daily basis. I work quickly, positively, and efficiently because I love what I do. I am extremely driven, with a clear goal to succeed.

CONTACT INFORMATION



HIGHLIGHTED SKILLS

- Accounts Receivables
- Accounts Payable
- Bank Reconciliation
- Bookkeeping
- Financial Management
- Data Entry
- Canva Design
- Xero Advisor Certified
- QuickBooks Online Certified

EDUCATION



BS BUSINESS ADMINISTRATION, MAJOR IN MANAGEMENT ACCOUNTING, 2015

MY REFERENCES



WORK HISTORY

BOOKKEEPER



DECEMBER 2021 - PRESENT (FREELANCE)

- Audit and enter the utility invoices received from various vendors into the system
- Audit the AP invoices that were entered by the other department
- Sending autopay invoices thru email

Property Accountant



APRIL 2017 - JULY 2021

- Weekly Financial Status Reporting
- Prepares the requirements for the year-end external auditors
- Worked with spreadsheets, sales and purchase ledgers and journals
- Prepares monthly bank reconciliation and government tax compliance
- Accounts Payable - Analyzing the invoice from sub-contractors/suppliers and preparing the check payments.

Billing and Collection Assistant



MAY 2015 - MARCH 2017

- Addressing unit owners/residents inquiries thru email, telephone call and in person
- Collecting payments from owners/residence for the assessments billed
- Accounts Receivable - processing the statement of account (invoices) on a monthly, quarterly basis