



YVONNE VELOSO

BRILLIANT BOOKKEEPER, LPT.

I'm here to help, whether you're searching for support with routine bookkeeping and accounting activities or require guidance with more complicated financial accounts. I have more than four years of experience as a bookkeeper and pride myself on being extremely organized and meticulous. I have faith in my abilities to provide the best service and support to aid you in reaching your financial objectives.

CONTACT DETAILS

- +639999282928
- yvonveloso37@gmail.com
- Ormoc City, Leyte
Philippines

AREAS OF EXPERTISE

- Proficient in using accounting software, such as Quickbooks, Xero, Accubooks and Zoho CRM.
- Strong knowledge of accounts receivable processes, including invoicing, collections, and credit assessment.
- Excellent attention to detail and ability to work with numerical data accurately.
- Strong analytical and problem-solving skills to resolve billing discrepancies and reconcile accounts.
- Effective communication and interpersonal skills, with a proven ability to build and maintain relationships with clients and colleagues.

ADDITIONAL SKILLS

- Ability to manage Social media Accounts (Fb Ads and LinkedIn)
- Proficient in Microsoft Office Suite, including Excel, Word, Powerpoint, Alayacare, and Vonage.
- Management and Organizational Skills
- Ability to work under pressure and multitask

WORK EXPERIENCE

Bookkeeper/Account Receivable Specialist

Acedilla Integrated Farm
January 06, 2021 - Present

- Distributed customer invoices and ensured that receivables were collected in a timely manner.
- Conducted regular credit assessments of customers to minimize credit risks and maximize collections.
- Developed a system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Developed and maintained strong relationships with key clients, improving overall customer satisfaction.
- Prepared monthly financial reports, including aging analysis and cash flow projections, for management review.

Finance Assistant/ Online Bookkeeper Intern

Surge Marketplace/ FVA Business Consultancy-OPC
April 17, 2023-June 17, 2023

- Assisted in financial data analysis, including preparing financial reports and reconciling accounts.
- Assisted in budgeting and forecasting processes, ensuring accuracy and adherence to financial targets.
- Participated in financial audits and assisted in implementing recommendations.
- Managed expense reports and ensured compliance with company policies and procedures, supported the finance team in ad hoc projects and tasks as assigned.

MY EDUCATION

Master of Arts in Educational Management 2018-present
Biliran Province State University

Diploma in Teaching Secondary 2018
Eastern Visayas State University

Bachelor of Science in Agricultural Economics 2004
Visayas State University