

JOAN BLANCO

Bookkeeper



CAREER OBJECTIVE

Committed and enthusiastic with right attitude in the workplace. I aim to expand my learning and skills while making a significant contribution to the growth of the company. Hardworking, willing to undergo training if needed, can work under pressure and is trustworthy.



EMPLOYMENT HISTORY

Inspiro Relia, Inc.

Customer Service Representative – June 18. 2021 - March 05 2022

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Acknowledging and resolving customer complaints.
- Troubleshoot problems and see them through to resolution

Cybersoft Content Services Inc.

Call Center Agent – June 06. 2022 - March 26, 2024

- Obtains client information, interviewing clients and verifying information
- Data Entry

R8J8

Freelance bookkeeper – February 2024 – January 2025

- Manage clients' financial data, ensuring accuracy and compliance
- Recording transactions, reconciling accounts,
- Tax preparation
- Maintaining strong communication and meeting deadlines

Ryan LLC

US Tax Associate, Transaction Tax Compliance January – Present – January 2025 - Present

- Tax return preparation: Prepare motor fuel excise tax returns including preparation of work papers; analyze client information; perform tax research.
- Research tax issues and assist with tax audits
- Assist with general administrative functions of the clients' tax departments
- Special projects, as necessary



SKILLS

- Strong analytical and quantitative skills
- interpersonal and presentation skills
- Skilled in standard principles of accounting
- Excellent communication & Attention to detail
- Proficiency with accounting software
- Time management



AWARDS & CERTIFICATIONS

- Dean's Lister 2nd Semester SY:2020-202
- TESDA NC III Bookkeeping
- Xero Certified Pro Advisor
- QuickBooks certified bookkeeper



CONTACT

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Bria, San Jose del
Monte, Bulacan, 3023

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EDUCATION

BS Accountancy

Our Lady of Fatima
University, Quezon City
2019-2022

BS Accountancy

National College of Business & Arts
Fairview, Quezon City
2018-2019

Senior High School General Academic Strand

Christian Ecclesiastical School
San Jose Del Monte City
2012-2018



REFERENCES

Dr. Joannamarie Uy Santos, CPA

College of Business and
Accountancy Program Head
OLFU – Quezon City Campus
09307311531

Joshua Loninia

Project Engineer

Self Leveling Machines Middle
East LLC

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