

Jonalie V. Zafe

jonaliezafe@gmail.com | +639763894044 | Cavite, Philippines

PROFESSIONAL SUMMARY

Detail-oriented bookkeeping professional with over 12 years of experience as an Accounting Assistant, ensuring meticulous financial record management. Skilled in bank reconciliation, accounts receivable/payable management, and proficient with bookkeeping software, bringing a proactive approach to operational efficiency.

WORK EXPERIENCE

BDO Unibank Inc

May 2014-Present

Senior Accounting Assistant

- Categorized and reconciled daily income and expenses, enhancing financial tracking accuracy and supporting operational efficiency.
- Passed general ledger entries using IBM AS400, maintaining precise and updated financial records.
- Performed daily cash reconciliation, achieving a high accuracy rate in reported cash balances and minimizing discrepancies.
- Managed outstanding accounts receivable and payable, implementing effective tracking systems that improve payment processing.
- Participated in QuickBooks Online training, enhancing user proficiency in bookkeeping and financial reporting functionalities.
- Conducted end-user training on Oracle for cloud accounting software migration, facilitating smoother transitions in financial systems.

AXA Philippines

March 2013 - May 2013

On-the-job Training

- Participated in reconciling disbursements of account policy holders to know if the company achieved its percentage goal on disbursements on a monthly basis.

EDUCATION

Cavite State University Main Campus

June 2011 to April 2014

Bachelor in Science in Business Management

Indang, Cavite Philippines

Cavite State University Main Campus

June 2009 to April 2011

Bachelor in Science in Accountancy

Indang, Cavite Philippines

SKILLS

- **Skills:** Bookkeeping; Financial Management; Bank Reconciliation; Account Payable; Accounts Receivable; Invoicing; Billing; Data Entry; Analytical Thinking; Organizational Skills; Attention to Detail; Client Relations; Customer Service; QuickBooks Online; Xero; Oracle