

MELEA MERCADO

BOOKKEEPER/ACCOUNTING VIRTUAL ASSISTANT



To obtain a challenging role as a Bookkeeper and Virtual Assistant that will allow me to apply my analytical and problem-solving skills to maintain accurate financial records and provide administrative support to improve the overall efficiency of the organization.

Contact

-  13-E Babuyan Alley, Gen. Ave
Brgy. Bahay Toro, Quezon
City, Philippines
-  +63 966 3876 700
-  www.facebook.com/iyang.yang
-  meleamercado@gmail.com

Skills

Soft Skills

Multitasking
Attention to Detail
Computer Literate
Thoroughness
Data Entry
Fast-typing (50-60 wpm)
General Math Skills
Time Management
Data analysis
Planning and Organizing
Decision-making
Confidentiality
Leadership
Teamwork
Goal-oriented

Hard Skills

Bookkeeping
Accounts payable &
Receivable
Tax Accounting
Quickbooks
BIR Relief Software
Canva
MS Office
G-suite
Slack
Xero
Social Media
Management
SEO
Transcription
Pivot

About Me

- Birth date : November 12, 1994
- Civil Status : Married
- Religion : Christian

Education

BSBA - Financial Management

2011-2016

Trinity University of Asia

Work Experiences

● SHLT HIGH LIGHT TOURS INC July 1, 2022 - July 21, 2023

Bookkeeper

- Bookkeeping
 - recording all financial transactions (Disbursement, Sales, Purchases, Petty cash)
- Accounts Payable
 - Prepares payment in checks or cash
 - Issue form 2307
 - Disbursement vouchers
- Assist in other admin tasks
- Maintenance of ledger of accounts :
General Ledger, Journal, Cash Receipt Book, Disbursement Book
- Tax Filings 2550-M & 2550-Q
- Business Permits management
- Profit & Loss, Cash Flows Reporting
- Issuance of Travel Insurance



Work Experiences

ATM ENGINEERING ELECTRICAL CONSULTANTS

May 2019 - June 2022

Bookkeeper & General Staff (Virtual Assistant since March 2020)

- Bookkeeping
 - recording all financial transactions such as Disbursement, Sales, Purchases, Petty cash etc.
 - maintenance of ledger accounts, Cash book & bank reconciliations and financial reporting. (transitioned to Quickbooks during Pandemic)
- Accounts Payable
 - Prepares payment in checks or cash
 - Issue form 2307
 - Check vouchers
 - Assist in Payroll
- Accounts Receivable
 - Prepares statement of Account
 - Follow up payments via phone & email
 - Collects form 2307
 - Prepare Official Receipts
 - A.R year-end report
- Tax filings
 - Monthly & Quarterly BIR filings 2550-M&Q
 - Year-end filing
- Administrative work
- Other HR works

CALVELO ENGINEERED SYSTEMS CORPORATION

July 2017 – January 2019

Billing and Collection Assistant

- Prepares Billing and Sales Invoice
- Follow-Up Collections, Payment Progress from the Client through Email and Telephone
- Updates Weekly and Daily Collection and Billing
- Monitors aging accounts
- Prepares Daily, Weekly, and Monthly Collection Reports
- Assist in BIR 2550-M

Work Experiences

HYCO INDUSTRIAL SALES CORPORATION

October 2016 - May 2017

Billing and Collection Assistant

- Prepares Billings (Progress Payment Invoice, Sales Invoice, Billing Invoice)
- Prepares Quotations
- Follow-Up Collections, Payment Progress from the Client through Email and Telephone
- Request Bonds
- Monitors aging accounts
- Updates Weekly Collection and Billings

OJT / INTERNSHIP

Inspira Prime International Corporation

June - August 2016

Account Receivable Assistant

- Encoding of Sales Invoice
- Doing clerical works
- Follow-up collections

Other Work Experiences

CASTINGWORDS.COM

Transcriptionist (Part-time)

January 2019 - March 2019

- listening to voice recordings and converting them into written documents.

Certificates and Trainings

EZACC TRAINING CENTER

XERO & QUICKBOOKS ONLINE TRAINING

Date Accomplished : November 12, 2022

QUICKBOOKS PRO ADVISOR CERTIFICATE

Date Accomplished: June 20, 2023