

ROSE MARY JANE DAYLUSAN

ROCKSTAR VIRTUAL BOOKKEEPER

WORK EXPERIENCE

Accounting Assistant

(Philshirt Uniform Inc./2017 - 2021)

Accounting Assistant

(Basicwear Export Inc./2022-On going)

*Recording Invoices/Receipts and other financial info into Excel Sheet.

*Handle General Accounting including Accounts Payable, Accounts Receivable, Bank Reconciliation, Recording Invoices, Billings and Expenses

*Financial Reports Including Balance Sheet, Profit and Loss and Cash Flow

Fractional Virtual Bookkeeper

(mTap Corporation (September 2023 - Present)

- Categorizing transactions in QBO
- Reconciling Bank accounts
- Recording Invoices and Expenses
- Helps in generating financial reports like Balance Sheet and Profit and Loss

SOFTWARES

ACCOUNTING SOFTWARE

*XERO / Quickbooks Online

GENERAL SOFTWARE

*Microsoft Office especially Excel

*Google Apps especially Spreadsheets

EDUCATION

UNIVERSIDAD DE MANILA

*Bachelor of Science In Financial Accounting



ABOUT ME

I help business owners manage their books and operations more efficiently and effectively allowing them to scale their businesses without the burden of managing every detail.

AREAS OF EXPERTISE

* Can efficiently manage Accounts Payable, Account Receivable, and Bank Reconciliation

* Knowledgeable in Xero, QBO and MS Excel

* Financial Reporting which includes Balance Sheet, Profit and Loss and Cash Flow.

YOU CAN REACH ME

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