

Ana Marie Tulaban

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Bookkeeper

BS Accountancy graduate with 20+ years' expertise in management, billing, and inventory. Skilled in financial documentation, reconciliation, and compliance. Known for accuracy, integrity, and efficiency as a reliable Bookkeeper.

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I am Ana Marie Tulaban, a BS Accountancy graduate with over 17 years of experience in customer service, insurance, and office management. My career reflects a commitment to accuracy, organization, and community engagement.

As Administrative Manager at RM Internet Services Licab Branch, I managed billing, inventory, and financial documentation for 700+ subscribers, guided staff through compliance, and streamlined workflows to ensure efficiency and trust.

Beyond numbers, I value community-centered communication. I design bilingual service updates, branded campaigns, and HR memos that balance professionalism with approachability, connecting businesses with people through clarity and warmth.

I am proficient in QuickBooks, Xero, Canva, and Google Sheets advanced formulas, combining financial expertise with digital tools to deliver reliable reporting and scalable workflows.

Today, I am focused on expanding my expertise in bookkeeping and administrative roles, with a strong dedication to securing remote, work-from-home opportunities where I can provide high-integrity reporting and client satisfaction.

My Story

What I can do for you

Financial Management & Bookkeeping

I streamline workflows, oversee daily operations, and coordinate staff effectively. My focus is on improving turnaround times, drafting HR memos, and guiding teams through compliance with clarity and efficiency.

Commitment to Excellence

I deliver high-integrity reporting and organizational reliability. With accuracy, adaptability, and creativity, I provide solutions that strengthen business operations while fostering community engagement and client satisfaction.

Administrative Excellence

I streamline workflows, oversee daily operations, and coordinate staff effectively. My focus is on improving turnaround times, drafting HR memos, and guiding teams through compliance with clarity and efficiency.

Community-Centered Communication

I craft messages that balance professionalism with warmth. Through branded campaigns and service updates, I connect with communities, building trust and engagement through clear, approachable communication.

Creative Branding & Visual Design

I design cohesive visuals for social media, print, and product labeling. Using Canva and creative tools, I create vibrant campaigns aligned with brand identity while maintaining clarity and cohesion.

Technical & Digital Tools Expertise

I am proficient in QuickBooks, Xero, Google Sheets advanced formulas, and Microsoft Office. I troubleshoot technical issues and implement scalable systems to monitor hundreds of client due dates efficiently.

The Way I Work

Collaborative & Supportive

I believe teamwork builds stronger results. I communicate clearly, guide colleagues through compliance, and foster a supportive environment where goals are achieved with respect and shared accountability.

Creative & Adaptable

I combine analytical skills with creativity. Whether designing branded campaigns or solving technical challenges, I adapt quickly, offering solutions that balance professionalism, clarity, and community connection.

Efficient & Reliable

Time matters. I streamline workflows, reduce turnaround delays, and deliver consistent results. My reliability ensures that deadlines are met without sacrificing quality or integrity in reporting.

Certifications

Certificate of completion

ANA MARIE TULABAN

Has successfully passed the exam and achieved:

**QuickBooks Online
Accountant Certification**

Dated: 05 November 2024



A handwritten signature in black ink that reads "Amanda Newton".

Amanda Newton
GTM Segment Lead,
Accountant Channel –
Rest of World Portfolio

Certifications



Employment History

Administrative Manager (Part-Time)

RM Internet Services – Licab Branch | September 2020 – Present
Managed billing, collections, and inventory for 700+ subscribers while preparing accurate documentation, designing promotional materials, and guiding clients through digital workflows.

Financial Account Specialist (Uber Account)

TELUS International | October 2022 – October 2025
Reconciled financial transactions, processed refunds, resolved payroll discrepancies, and maintained precise records within strict audit guidelines for high-volume Uber accounts.

Bookkeeper

Banco Agricola | September 2004 – September 2022
Maintained ledgers, reconciled statements, processed payables and receivables, prepared balance sheets, and ensured compliance with banking regulations and audit standards.

Branch Administrative Manager

Ayala Life | June 1997 – July 2004
Oversaw budgets, managed payroll, verified commissions, reconciled statements, and audited financial documents to ensure compliance with corporate standards and operational accuracy.

Software Proficiency

Accounting & Bookkeeping Tools: QuickBooks (basic), Xero, Microsoft Excel (advanced formulas), Google Sheets

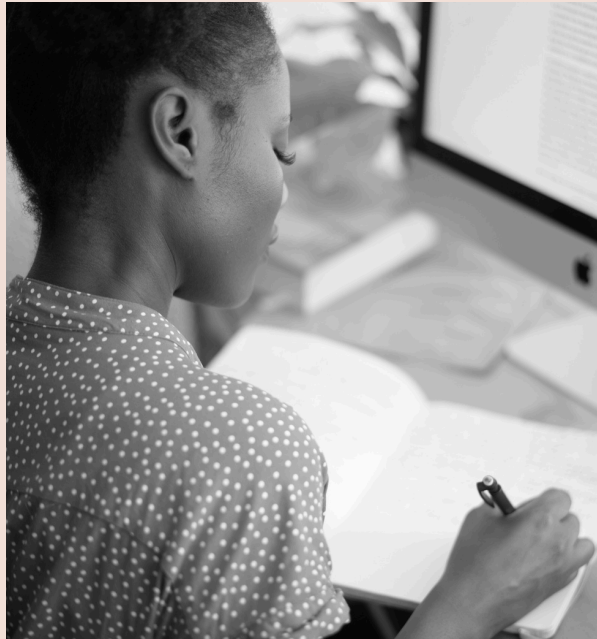
Office & Productivity Suites: Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Slides, Drive).

Creative & Branding Tools: Canva (graphic design, social media campaigns), basic photo editing for promotional materials.

CRM & Digital Platforms: Familiar with CRM systems, Zoom, and social media management tools for client communication and engagement.

Technical Skills: Troubleshooting spreadsheets, device settings, and workflow automation for scalable reporting and efficiency.

Get in touch!



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