



MARIA MONICA M. CABILES

General Accounting

ABOUT ME

Professional Bookkeeper with 3+ years of experience in general accounting in the record label and entertainment/media and financial services industry.

PERSONAL INFO

Birthday	August 27, 1999
Age	26 years old
Civil Status	Single
Nationality	Filipino
Religion	Roman Catholic

SKILLS

Accounting & Finance Systems:

- Microsoft Dynamics NAV
- SAP
- QuickBooks Online
- Restaurant365
- Softworld
- Bizbox



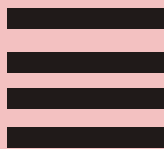
Financial & Accounting Skills

- General Accounting
- Bookkeeping



Productivity & Collaboration Tools:

- Google Workspace
- Microsoft Outlook
- Slack
- Daemon



CONTACT



0963 796 0787



moniquemagbag@gmail.com



<https://www.linkedin.com/in/maria-monica-cabiles-731134245/>



19 EJV Orias St. Tayabas, Quezon

EDUCATION

**CSTC College of Sciences,
Technology and Communications**

- BS - BA Major in Financial Management (2018 - 2022)
- Senior High (ABM) 2016 - 2018

Secondary

- Luis Palad National High School

EXPERIENCE

Bookkeeper

November 2025 - April 2026
Bridged Financial Solutions

- Record and accurately categorize bills in QuickBooks Online.
- Enter and manage bills in Ramp, including reconciliation of accounts payable.
- Verify check numbers and review transaction details to ensure accurate bookkeeping records.
- Assist in preparing financial documents and requesting bank statements.
- Code and categorize bank feed transactions in QuickBooks Online.
- Process monthly loan amortization entries.
- Conduct daily cash audits to ensure accuracy and completeness of records.
- Perform bank and credit card reconciliations.
- Prepare and post journal entries as needed.

Bookkeeper

March 2024 - August 2025

VIVA Records

- Record daily financial transactions (sales, expenses, payments).
- Maintain and update the general ledger with accurate categorization.
- Reconcile bank accounts, credit cards, and digital payment platforms.
- Process vendor invoices, bills, and employee reimbursements.
- Manage accounts payable and receivable.
- Prepare and issue invoices to distributors, partners, and clients.
- Monitor cash flow and identify discrepancies.
- Track multiple revenue streams (album sales, downloads, streaming, licensing, publishing, royalties).
- Maintain records of artist advances, recoupable expenses, and royalty statements.
- Assist with royalty calculations and timely payments to artists, producers, and songwriters.
- Record income from merchandise and live events.
- Support compliance with music licensing, publishing, and contracts.
- Generate royalty and financial statements for stakeholders.
- Ensure tax compliance and assist with audits.
- Prepare monthly and quarterly financial reports.

Disbursement Staff

Feb 2023 - Jan 2024

FILSCAP

The Filipino Society of Composers,
Authors and Publishers Inc.

- Processes employee advances, reimbursements, allowances, petty cash, and government payables (SSS, PhilHealth, PAGIBIG, etc.).
- Manages member-related transactions including royalties, medical, and calamity assistance for both local and overseas members.
- Ensures accuracy of tax and VAT applications, prepares vouchers, generates account entries in Softworld, and verifies supporting documents.
- Coordinates with check signatories, oversees voucher submissions, monitors recurring expenses, and ensures timely payments.
- Maintains and updates unpaid expense lists for accruals, supporting accurate financial reporting.

Accounting Assistant

Nov 2022 - Jan 2023

ADEC Innovations

Amdatex Las Pinas Services Corp.

- Handled complex accounting system projects, including records maintenance and preparation of account schedules.
- Processed employee cash advances, liquidations, emergency loans, final pay, and various payment requests using NAV.
- Prepared and recorded payments, including Globe bills and supplier EWT (BIR Form 2307) attachments.
- Monitored and encoded invoices, ensuring accuracy and compliance with company policies.
- Assisted in TCC applications and performed other ad-hoc accounting tasks as assigned.

SEMINARS AND TRAININGS

- Seminar on Consumerism, Fair trade laws and Products Standard
December 4 2018
CSTC Activity Area
- Increase the financial Intelligence of Quotient; Traversing Mind set Towards Financial Freedom"
November 29, 2019
CSTC CGM Hall Sariaya, Quezon

Achievements / Certification

- QuickBooks Pro 2021 Essential Training

References:

Mr. Marlon Nieto

Accounting Manager

0998 - 553 - 8385 / 0977 - 763 - 9604

Jesrah Cansino

General Accounting Officer

0917 - 620 - 9257

Aldie Pileña

Membership Manager (FILSCAP)

0917 - 673 - 6993



QuickBooks Pro 2021 Essential Training

Course completed by MariaMonicaCabiles

Sep17,2025 at 03:11PM UTC

Top skills covered

QuickBooks

Shea Hanson, Head of Learning Content Strategy



Instructional Delivery Method: QAS Self Study
In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.
LinkedIn is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

Field of Study: Computer Software & Applications
Program: National Association of State Boards of Accountancy (NASBA)
Registry ID: #140940
Continuing Professional Education Credit (CPE): 7.80
Certificate ID:
b807658b066514ec7e1970f7404f3576119d1924ae44570d3de3bb4d2d94fb4e

