



# My --- Portfolio

***VA DONNZ***

Mobile Number:  
(+63) 947 347 0540

Email:  
[lawrenzdonnalemz@gmail.com](mailto:lawrenzdonnalemz@gmail.com)



# Introduction

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## About Me

I am a results-driven Senior Billing Analyst and Senior Accountant with over a decade of experience in accounts receivable, billing operations, and financial reporting. Currently with Oracle-NetSuite Philippines, I specialize in end-to-end billing management, cash application, bank reconciliation, revenue recognition, and month-end close support. My background includes managing complex intercompany transactions, dispute resolution, credit memo processing, and ensuring data accuracy while maintaining strong internal controls and SOX compliance.

Previously, I worked with Xerox Business Services, where I strengthened my expertise in general ledger maintenance, financial reporting, and process improvement. As a Lean Six Sigma Green Belt certified professional, I successfully led a DMAIC continuous improvement project that delivered measurable benefits, demonstrating my commitment to operational excellence, quality assurance, and workflow optimization. I am highly experienced in working with cross-functional teams and stakeholders to enhance efficiency and financial transparency.

I hold a Bachelor of Science in Computer Engineering and combine strong technical knowledge with financial expertise. Proficient in cloud-based ERP systems such as NetSuite, Oracle, SAP, QuickBooks, Xero, and JDE, I also bring advanced skills in Excel and various accounting and reporting tools. My diverse background in finance, systems applications, and IT enables me to bridge the gap between accounting operations and technology, driving accuracy, compliance, and continuous improvement.





## About Me

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### My Vision

To become a trusted and reliable online bookkeeping partner for businesses and entrepreneurs by providing accurate, organized, and technology-driven financial management solutions. I aim to empower clients with clarity, confidence, and control over their finances, enabling them to make informed decisions and focus on growing their business.

### My Mission

My mission is to provide accurate, timely, and efficient online bookkeeping services that help businesses stay financially organized and compliant. Through reliable support, clear communication, and the use of modern accounting tools, I aim to simplify financial tasks, reduce errors, and deliver meaningful insights that allow clients to focus on what matters most—running and growing their business.



## My Certificates

01. Online Bookkeeping using Xero
02. English Language Proficiency Training
03. Basic Virtual Assistant Training
04. Bookkeeping Training using Quickbooks



## My services

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- ***Full-Cycle Bookkeeping***
- ***Accounts Payable & Receivable Management***
- ***Bank & Credit Card Reconciliation***
- ***Payroll Processing***
- ***General Ledger Maintenance***
- ***Trial Balance Preparation***
- ***Financial Statement Preparation***
- ***Cash Flow Monitoring***
- ***Budgeting & Forecasting***
- ***Financial Data Analysis***
- ***QuickBooks Online Management***
- ***Xero Accounting Software Management***



# Sample Projects



## Bank Reconciliation

DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (PHP)	DEPOSIT (PHP)
12/16/2025	Deposit	INTEREST	Interest income		Interest Earned		10,003,999.00
12/16/2025	Check	SVCCHRG	Bank charges		Service Charge	3,999.00	

## Bank Reconciliation

## Profit and Loss Statements

### Profit and Loss

ACD's Firm  
December 2025

Account	Total
<b>Income</b>	
Services	₱378,571.43
<b>Total for Income</b>	<b>₱378,571.43</b>
<b>Gross Profit</b>	<b>₱378,571.43</b>
<b>Other Income</b>	
Interest income	₱10,003,999.00
<b>Total for Other Income</b>	<b>₱10,003,999.00</b>
<b>Expenses</b>	

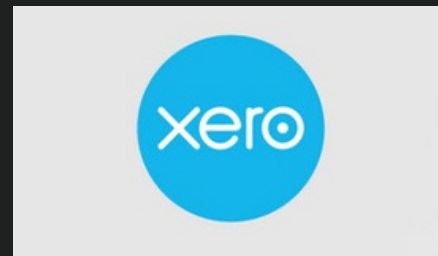
## Statement of Cash Flows

### Statement of Cash Flows

ACD's Firm  
December 2025

Full name	Total
<b>Cash flows from operating activities</b>	
Profit for the year	₱10,328,571.43
<b>Adjustments for non-cash income and expenses:</b>	
Accounts Receivable (A/R)	-₱400,000.00
Accrued liabilities	₱50,000.00
VAT Control	₱21,428.57
VAT Suspense	-₱21,428.57
<b>Total for Adjustments for non-cash income and expenses:</b>	<b>-₱350,000.00</b>

# Sample Projects



## Bank Reconciliation

Get bank feeds Automatic bank feeds are available for this account

Auto-reconciliation starts soon  
0 statement lines auto-reconciled so far. We'll start reconciling high-confidence statement lines as soon as the next batch arrives. [View all Reconciled](#)

Reconcile Cash coding Bank statements Account transactions Compact view

Search for Payee, Amount, Reference, Description, Cheque No., or Analysis Code Filter

**Great job!**  
You've reconciled all the transactions for this account

Statement Balance 6 Jan 2026	400,000.00
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## Invoice Management

Xero AJ Trading Home Sales Purchases Reporting Payroll Accounting Tax Contacts Projects

### Invoices

New Invoice New Repeating Invoice New Credit Note Send Statements Import Export Invoice Reminders: Off Online Payments

All Draft (2) Awaiting Approval (0) Awaiting Payment (3) Paid Repeating

Number	Ref	To	Date	Due Date	Paid	Due	Status	Send
INV-0011		Alpha Malioat	9 Jan 2026	14 Jan 2026	0.00	350,000.00	Awaiting Payment	Send
INV-0010		Alpha Malioat	9 Jan 2026		0.00	3,500.00	Draft	
INV-0009		Alpha Malioat	9 Jan 2026	15 Jan 2026	0.00	245,000.00	Awaiting Payment	Send
INV-0008		Alpha Malioat	8 Jan 2026	15 Jan 2026	0.00	105,000.00	Awaiting Payment	Send
INV-0007		Jose Marie Chan	6 Jan 2026	30 Jan 2026	400,000.00	0.00	Paid	Send
INV-0006		Caitlyn Clark	27 Dec 2025	31 Dec 2025	1,050,000.00	0.00	Paid	Send
INV-0005		Alpha Malioat	27 Dec 2025	31 Dec 2025	1,750,000.00	0.00	Paid	Send
INV-0004		Alpha Malioat	23 Dec 2025	31 Dec 2025	240,000.00	0.00	Paid	Send
INV-0003		Caitlyn Clark	18 Dec 2025	30 Dec 2025	0.00	500,000.00	Draft	
INV-0002		Caitlyn Clark	18 Dec 2025	23 Dec 2025	1,000,000.00	0.00	Paid	Send

## Sales Tax Audit Report

Reports Sales Tax Report

Sales Tax Summary Sales Tax Audit Report Wide view

### Sales Tax Audit Report

AJ Trading

For the period 1 December 2025 to 30 January 2026

Add Summary

Date	Account	Reference	Details	Gross	Tax	Net
<b>Tax on Purchases (0%)</b>						
18 Dec 2025	Inventory (630)	PO-0001	Tadeo Merchandising - Biometrics	(1,500,000.00)	0.00	(1,500,000.00)
27 Dec 2025	Inventory (630)	PO-0002	Tadeo Enterprises - Iphone 16 promax	(2,000,000.00)	0.00	(2,000,000.00)
8 Jan 2026	Inventory (630)	PO-0003	Batondo Corporation - Radoe Keyboards	(50,000.00)	0.00	(50,000.00)
<b>Total Tax on Purchases (0%)</b>				<b>(3,550,000.00)</b>	<b>0.00</b>	<b>(3,550,000.00)</b>

## Sales Overview

a new invoice 2:30

Streamline your sales process by creating online quotes

+ New Send Statements Import Search

### Invoices

Paid Repeating See all

Draft (2) <b>503,500.00</b>	Awaiting Approval <b>None</b>	Awaiting Payment (3) <b>700,000.00</b>	Overdue <b>None</b>
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Money coming in

Customers owing the most List Pie

Alpha Malioat	700,000.00
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## Let's work together!!!

***Ready to streamline your finances and keep your books accurate and up-to-date?***

***Let's connect! I'm available to manage your bookkeeping, reporting, and financial records efficiently, so you can focus on growing your business."***

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