

JEAN PEARL M. MENDOZA

Certified Public Accountant |
Experienced Bookkeeper | Adaptable
Financial Professional

ACCOUNTING &
BOOKEEPING
SERVICE





**Certified Public Accountant |
Experienced Bookkeeper | Adaptable
Financial Professional**



ABOUT ME

A highly motivated and results-oriented Certified Public Accountant (CPA) with 11 years of experience in the accounting industry. Possesses strong expertise in bookkeeping (Excel and QuickBooks), financial statement preparation, bank reconciliation, and tax remittances. Proven ability to adapt to diverse accounting systems and industries, excelling in government and private sector environments. Thrives in fast-paced environments and enjoys supervising and leading teams.

WORK EXPERIENCE

Remote Bookkeeper | California Business Solutions / Tarsus.pro | 2023 - 2024

- Migrated clients from various accounting systems to QuickBooks Online
- Performed catch-up bookkeeping for clients (2023 - present)
 - Coded bank transactions
 - Entered checks & expenses
 - Prepared sales journals & payroll entries
 - Performed bank reconciliations
- Worked in a fast-paced environment handling diverse clients across various industries

Senior Accountant (Accountant III) | National Economic and Development Authority | 2021 - 2024

- Promoted within 2 years due to strong performance
- Supervised bookkeeping and payment processing functions
- Certified all financial transactions
- Prepared financial and budget reports
- Reconciled account balances
- Performed financial and budget planning

Accountant I | National Labor Relations Commission | 2019 - 2021

- Prepared disbursement vouchers
- Performed all bookkeeping functions (journal entries, maintaining books & journals)
- Prepared financial reports, bank reconciliations, and tax remittances





WORK EXPERIENCE

Bookkeeper | Overseas Worker's Welfare Administration | 2014 - 2017

- Prepared disbursement vouchers
- Performed all bookkeeping functions (journal entries, maintaining books & journals)
- Prepared financial reports, bank reconciliations, and tax remittances

Internal Auditor | Construction Company | (2013 - 2014)

- First exposure to QuickBooks Desktop
- Reconciled over 20 bank accounts, including a 10-year backlog



Personal Skills

Bank Reconciliation



Bookkeeping



Financial Statement Preparation



QuickBooks Online



Supervisory Experience



Adaptability



My key strengths include:

- **Bookkeeping Proficiency:** Adept at both manual and QuickBooks Online bookkeeping practices.
- **Financial Reporting:** Experienced in preparing accurate and comprehensive financial reports.
- **Expertise in Bank Reconciliation:** Over a decade of experience, including reconciling accounts with a 10-year backlog.
- **Adaptability and Problem-solving:** Skilled at learning new systems and resolving accounting discrepancies.
- **Time Management and Organization:** Proven ability to prioritize tasks and efficiently manage multiple projects.





LET'S WORK TOGETHER



+63 905 388 8805



jeanpearlmillones@gmail.com/
jeanpearlmendoza@outlook.com