

HELLO, I'M JOAN C. MAGAT

Book keeper



ABOUT ME



I am a detail-oriented Bookkeeper with 3 years of experience in finance, dedicated to helping business owners keep their financial records accurate, organized, and easy to manage. I support clients by handling day-to-day bookkeeping tasks such as tracking expenses, managing financial data, and preparing clear reports that provide a better understanding of their business performance.

My goal is to reduce the stress of financial management by ensuring all records are up to date and error-free, allowing clients to focus on growing their business with confidence. With a background in IT, I bring strong technical skills, efficiency, and accuracy to every task.

As a reliable freelancer, I am committed to delivering consistent, high-quality work, meeting deadlines, and maintaining clear communication. I take pride in being a dependable partner who helps clients stay financially organized and in control.

MY SERVICES

- ✓ Expense Tracking
- ✓ Financial Data Entry
- ✓ Income & Expense Reports
- ✓ Basic Profit & Loss Statements
- ✓ Bank Reconciliation
- ✓ Administrative Support

MY SKILSS

- Microsoft Excel
- Google Sheets
- Data Organization
- Financial Reporting
- Attention to Detail
- Time Management

WORK EXPERIENCES

ACCOUNTING ASSOCIATE

July 2025–February 2026

- - Accounts Receivable
- - Manage a Petty cash fund
- - Invoicing
- - Sales Journal preparation
- - Disbursement preparation
- - Bank Reconciliation
- - Payroll preparation
- - Bookkeeping

TREASURY/BOOK KEEPER

RCB Pharmaceutical Company

July 2024–March 2025

- - Bank Reconciliation
- - Petty Cash custodian
- - Payment processing
- - Disbursement
- - Voucher preparation
- - Daily Cash Report preparation
- - Updating of past due payments
- - Past due Monitoring
- - Book Keeping

WORK EXPERIENCES

VIRTUAL BOOK KEEPER

January 2023–December 2023

- Bank Reconciliation
- ·Recording of Invoices
- ·Perform data and journal entries using XERO and QUICKBOOKS
- ·Manage accounts receivable processes, ensuring timely invoicing and collections
- ·Categorizing expenses and other Business transactions
- ·Preparing Financial Reports such as PL and Balance Sheet
- Auditing

WORK EXPERIENCES












- **TREASURY ASSISTANT**
Real Estate Company
2017-2022
- Bank Recon
- Petty Cash Custodian
- Voucher Preparation
- Incentive/Commission Preparation
- Permits and Licenses
- Invoicing
- Daily Cash Report
- Account Receivable

SAMPLE WORKS

FILE ORGANIZATION VIA GOOGLE SHEETS

My Drive > FEB 2026 JORICH CON... ▾

Type ▾ People ▾ Modified ▾ Source ▾

Name ↑	Owner
 1. BANK STATEMENT	 me
 4. BILLS AND EXPENSES	 me
 5. SALES INVOICES	 me
 company logo.png	 me
 JORICH CONSULTING FIRM 👤	 me
 JORICH CONSULTING FIRM.xlsx 👤	 me

TRIAL BALANCE, PL REPORT, BALANCE SHEET

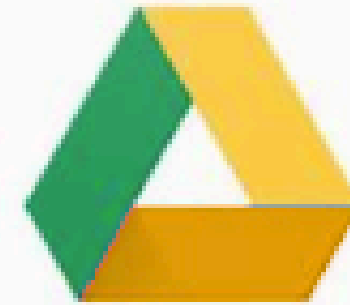
Balance Sheet Report	
JORICH CONSULTING COMPANY	
As of January 31, 2025	
Assets	Amount
Current Assets	
Cash and Cash Equivalent	
Monzo Main 4275	£12,433.20
Monzo Profit 5%	£1,307.12
Monzo Owner's Compensation 30%	£5,352.74
PayP GBP	£512.95
PayP EUR	£53.28
PayP USD	£116.67
Stripe	£756.32
Total Cash And Cash Equivalent	£20,532.28
Accounts Receivable	£8,020.00
Prepayments	£1,384.16
Amount Due From A Director	£65.03
Total Current Assets	£30,001.46
Total Assets	£30,001.46
Liabilities	
Current Liabilities	
Accounts Payable	£1,500.00
Accruals	£850.00
Amex 91000	£1,858.34
Advances From Customers	£1,500.00
Amount Due To A Director	£0.00
Total Current Liabilities	£5,708.34
Total Liabilities	£5,708.34

Profit and Loss	
JORICH CONSULTING COMPANY	
For the period January 1, 2025 to January 31, 2025	
Account	Amount
Income	
Service	£38,500.26
Total Income	£38,500.26
Cost of Goods Sold	
Cost of Service	£7,300.00
Payment Processing Fees	£619.93
Total Cost of Sales	£7,919.93
Gross Profit	£30,580.33
Expenses	
Advertising and Marketing	£1,200.00
Bank Charges	£8.50
Insurance	£100.00
Meals and Entertainment	£245.23
Office Expenses	£48.70
Postage and Courier	£39.38
Printing and Stationary	£21.50
Professional Fees	£850.00
Rent	£350.00
Software Subscription	£185.75
Telephone and Internet	£44.00
Travel	£104.63
Director Remuneration	£2,490.00

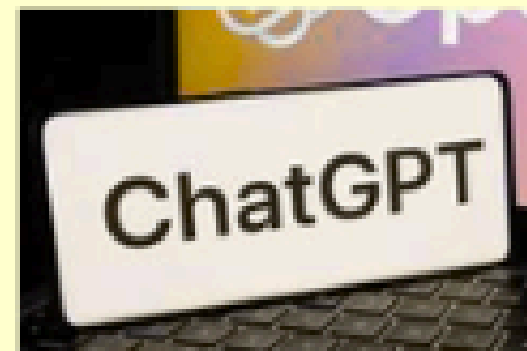
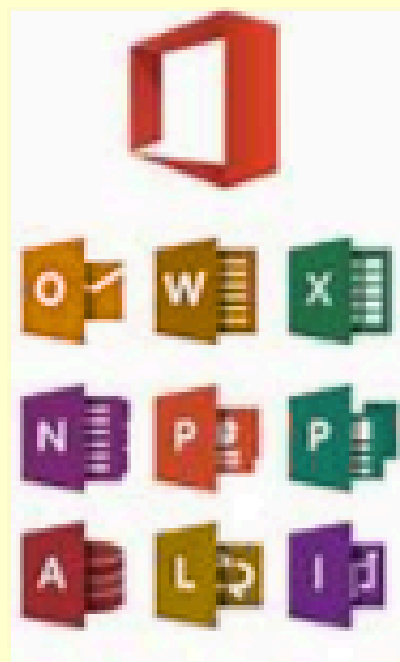
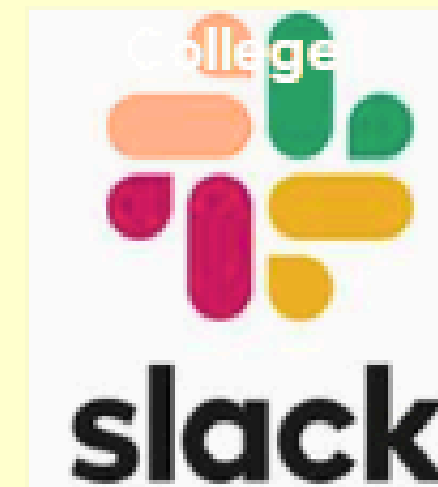
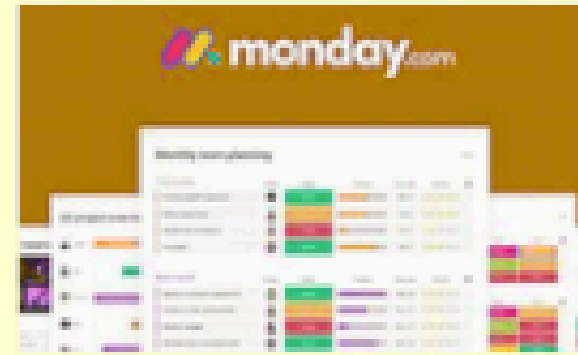
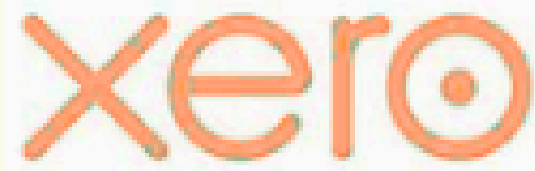
CONTENT CALENDAR TEMPLATE

SOFTWARE/TOOLS

Software



Google Drive



CERTIFICATES/TRAININGS



Trainings



CERTIFICATE OF TRAINING

This certificate is awarded to

Joan C Magat

for successfully completing the **180-Hour Full Course of Beginners to Advanced MS Excel Training Program**, demonstrating dedication, active participation, and credibility throughout the training sessions.

Given this 23th of **MAR 2026** at
Tareaga Global Solution Pvt. Ltd., Makati City, Philippines

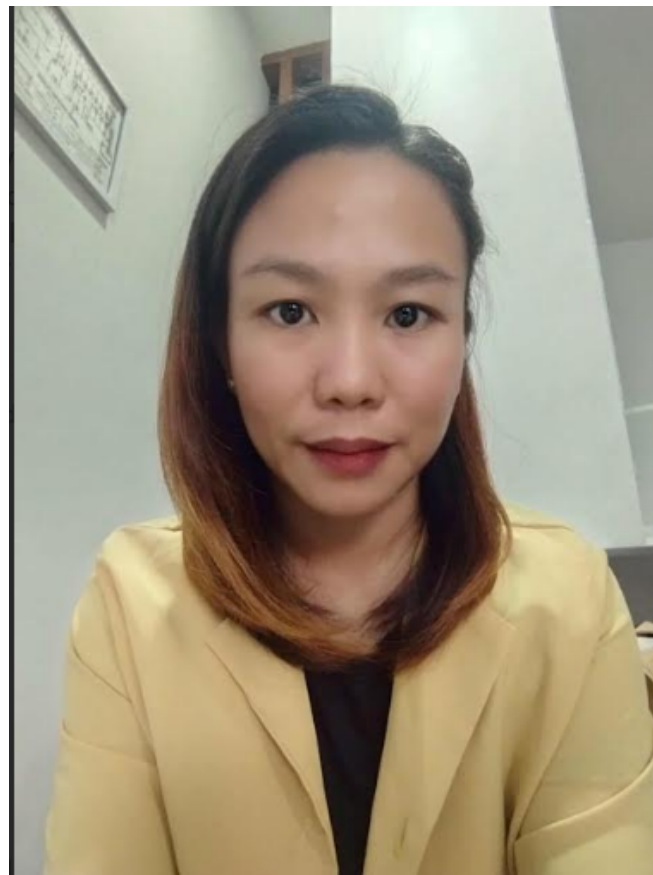


Tareaga Global Solution Pvt. Ltd.

Oliver Lopez

Signature

LET'S COLLABORATE



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Social Media

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THANK YOU