
PORTFOLIO

Leizl Jane Zaballero

“Your bookkeeper partner”





ABOUT ME

Hello, my name is Leizl Jane. A detail-oriented and experienced Accounting Professional with over 10+ years of experience in bookkeeping, accounts payable/receivable, and bank reconciliation. Skilled in supporting businesses with accurate financial records, cash flow management, and administrative efficiency.



SERVICES I OFFER

Accounts Payable & Receivable Management

Bank Reconciliation

Petty Cash Monitoring

Invoice Processing & Payment Tracking

Financial Reports Preparation

Data Entry and Administrative Support



TOOLS & SOFTWARE



WORK EXPERIENCE

September 2025 – Present
Assistant Accountant
Giffin Al Jazira Metal Industries, UAE

October 2023 – August 2025
Accounting Associate- Payables
LBC Express, UAE

October 2016– April 2022
Accounts Receivable Officer/Head-Billing & Collection Department
Balingasag Water District, Philippines

March 2014– October 2016
Accounting Clerk
Balingasag Water District, Philippines

January 2013 – March 2014
Administrative/ HR Assistant
Balingasag Water District

June 2013 – March 2014
Part time College Instructor
Misamis Oriental Institute of Science & Technology

April 24, 2012 – August 2012
Compliance Specialist
Strategic Property Management 10 Corp.

November 2007 – August 2011
Bookkeeper
Balingasag Water District

November 2006 – April 2007
Plant Logistics Clerk
Coca-Cola Bottlers Philippines, Inc.

May 2006 – October 2006
Jr. Bookkeeper
Swift Foods, Inc



EDUCATION



Masters in Business Administration

Xavier University-Ateneo de Cagayan

15 units earned

Bachelor of Science in Management Accounting

Xavier University-Ateneo de Cagayan

Graduate





CERTIFICATIONS





WHY WORK WITH ME?

- **10+ years of accounting and bookkeeping experience**
- **Highly accurate and detail-oriented**
- **Experienced with international accounting systems**
- **Reliable, organized, and deadline-driven**
- **Able to work independently with minimal supervision**



SAMPLE WORK

Bank Reconciliation Report

Bank Reconciliation
L.L.C
Account No. [REDACTED]
Reconciliation As On: 22-Feb-2026

	Balance																								
Balance as per Bank Statement	841,363.05																								
Deduct:																									
Deposits in Bank not Recorded in Books	0.00																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Chq No</th> <th>Type</th> <th>Reference</th> <th>Posting Date</th> <th>Due Date</th> <th>Remark</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table>	Description	Chq No	Type	Reference	Posting Date	Due Date	Remark	Amount								0.00									
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Withdrawals in Bank not recorded in Books	0.00																								
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UNITED FIDELITY INSURANCE P.J.S.C	7935	Choque	GTSL-IP-26-00031	16-Feb-2026	16-Feb-2026		-38,468.74																		
							-38,468.74																		
Total	802,894.31																								
Balance per Books	802,894.31																								
Unreconciled Difference	0.00																								

Trial Balance in Xero

Date: End of last financial year: 30 Jun 2025
 Columns: 5 columns selected
 Compare with: Compare with 1 year
 Grouping/Summarising: None

[More](#) [Update](#)

Trial Balance

Leizl Jane
As at 30 June 2025

Account Code	Account	Account Type	Debit - Year to date	Credit - Year to date	30 June 2024
601	ANZ Checking	Bank	18,018.91		18,018.91
602	American Express	Bank	18,000.00		18,000.00
610	Accounts Receivable	Current Asset	32,180.00		32,180.00
630	Inventory	Current Asset	2,085.00		2,085.00
710	Office Equipment	Fixed Asset	13,495.00		13,495.00
899	Westpac Credit Card	Bank	1,203.68		1,203.68
800	Accounts Payable	Current Liability		8,790.36	(8,790.36)
804	Wages Payable - Payroll	Current Liability		370.94	(370.94)
820	GST	Current Liability		1,736.93	(1,736.93)
826	Superannuation Payable	Current Liability		1,520.00	(1,520.00)
830	Income Tax Payable	Current Liability		1,020.00	(1,020.00)
900	Loan	Non-current Liability		25,000.00	(25,000.00)
960	Retained Earnings	Equity		38,187.89	(38,187.89)
970	Owner A Share Capital	Equity		8,356.47	(8,356.47)
Total			84,982.59	84,982.59	-

SAMPLE WORK

Daily Report in Excel with Pivot table

SI No	IOU REF	Cash Disbursement Da	Requestor Name	Careoff/Along with	Department	Pending Amount
1	PCR/Procurement/04-Mar-2026/157	03-Apr-26	Sudheer	Jessica	Procurement	262.50
2	PCR/HR/16-Apr-2026/239	16-Apr-26	Irfan	Nael	HR	3,800.00
3	PCR/Procurement/15-Apr-2026/297	16-Apr-26	Al tieb	Rony	Procurement	1,753.50
4	PCR/Administration-Operation/17-Apr-2026/542	17-Apr-26	Jawad Ali Shah	Rony	Operations	1,000.00
5	PCR/Procurement/22-Apr-2026/755	22-Apr-26	Myrone	Rony	Procurement	1,050.00
6	PCR/Procurement/24-Mar-2026/901	22-Apr-26	Shahana Shanavas	Rony	Procurement	278.25
7	PCR/Procurement/22-Apr-2026/902	22-Apr-26	Al tieb	Rony	Procurement	104.19
8	PCR/Administration-Operation/22-Apr-2026/348	23-Apr-26	Muhammed Shahin	Rony	Logistics	2,500.00
9	PCR/Procurement/22-Apr-2026/200	23-Apr-26	Myrone	Rony	Procurement	462.00
10	PCR/Procurement/22-Apr-2026/820	23-Apr-26	Myrone	Rony	Procurement	350.00
11	PCR/Procurement/24-Apr-2026/804	24-Apr-26	Shahana Shanavas	Rony	Procurement	1,210.00
12	PCR/Administration-Operation/00-Jan-1900/441	26-Apr-26	Hikmat	Rony	Operations	3,855.21
13	PCR/Administration-Operation/00-Jan-1900/443	26-Apr-26	Hikmat	Rony	Operations	568.90
14	PCR/Administration-Operation/00-Jan-1900/444	29-Apr-26	Hikmat	Rony	Operations	5,000.00
15	PCR/Production/29-Apr-2026/956	30-Apr-26	Esra	Mahmoud	Production	5,000.00
16	PCR/Procurement/30-Apr-2026/551	30-Apr-26	Maricel	Jessica	Procurement	1,600.00
17	PCR/Projects/28-Apr-2026/552	30-Apr-26	Adrian	Rami	Projects	300.00
18	PCR/Administration-HR/29-Apr-2026/276	30-Apr-26	Irfan	Hakkam	HR	5,000.00
19	PCR/Administration-HR/29-Apr-2026/276	30-Apr-26	Irfan	Hakkam	HR	4,000.00
20	PCR/Procurement/29-Apr-2026/897	30-Apr-26	Sudheer	Jessica	Procurement	2,600.00
21	PCR/Procurement/30-Apr-2026/232	30-Apr-26	Al tieb	Rony	Procurement	1,250.00
22	PCR/Contracting AUH/28-Apr-2026/370	30-Apr-26	Arthur	Rami	Projects	3,000.00
23	PCR/Procurement/30-Apr-2026/731	30-Apr-26	Athulya Pradeep	Rony	Procurement	1,024.80

Requestor Name	Careoff/Along with	Sum of Pending Amount
Adrian	(All)	300
Al tieb	30/04/2026	300
Al tieb	16/04/2026	1753.5
Al tieb	22/04/2026	104.19
Al tieb	30/04/2026	1250
Arthur	30/04/2026	3000
Athulya Pradeep	30/04/2026	1024.8
Esra	30/04/2026	5000
Hikmat	30/04/2026	9424.19
Hikmat	28/04/2026	4424.19
Hikmat	29/04/2026	5000
Irfan	30/04/2026	13800
Irfan	16/04/2026	3800
Irfan	30/04/2026	9000
Jawad Ali Shah	17/04/2026	1000
Maricel	30/04/2026	1600
Muhammed Shahin	30/04/2026	1600
Muhammed Shahin	23/04/2026	2500





LET'S WORK TOGETHER

I'm available to support your business with reliable and efficient bookkeeping services

Contact me:



email: leizljanezaballero@gmail.com



WhatsApp: +971589629780