

## Freelance Bookkeeper/Admin Assistant

Highly skilled and detail-oriented Freelance Bookkeeper/Accountant/VA with a strong track record of accurately managing financial records and providing administrative support. Experienced in various accounting software and dedicated to delivering efficient and reliable services.

# AIREEN MARIE

## DE VERA



### Staff Accountant (Group of Companies)

**Vedal Media, Europe** - June 2022 to January 31, 2024

- AP accountant-All payments and Internal transfers + Documentation
- PSP accountant- handling all payment processing platforms and incoming settlements - AR invoices.
- Adhoc tasks - Team Member
- CEO / COO and Managerial assistance- Executive Assistant Tasks



### HR / Accounting Administrator

**Access Care(ACMC) Phil.** - Nov 2019 to March 2023

- Bookkeeping (QuickBooks)
- Payroll processing
- AR and AP (Invoicing and Payments)
- Bank & Credit Card Reconciliation
- Employee Assessment - On-boarding and Contracts
- Government Mandatory Benefit Monitoring and payments.
- Other clerical works



### Accounting Administrator

**St.Peters Hospice Care USA** - Nov 2019 to March 2023

- Overall incharge of the accounting books
- Bank & Credit Card Reconciliation
- Accounts Payable and Check preparation
- Accounts Receivable and invoicing
- Annual Tax filing 1099/W2
- Payroll preparation



Calamba Laguna,  
Philippines



+63 917 652 9654  
+63 966 946 8659



deveraaireen@yahoo.com



Bookkeeper, Accounting  
Specialist with 16 years  
work experience



Bachelor's Degree in  
Management Accounting  
Year Graduated: 2008  
Colegio de San Juan de  
Letran - Calamba

### Details and Traits

- 37 Years old
- Single
- Loyal and Trustworthy
- Amiable and Approachable
- Can work under pressure
- Can work under minimum or no supervision.
- Resourceful
- Understands Confidentiality

- Upwork :  
[https://www.upwork.com/freelancers/~0159e4fb084c5777a9?mp\\_source=share](https://www.upwork.com/freelancers/~0159e4fb084c5777a9?mp_source=share)
- LinkedIn:  
[www.linkedin.com/in/aireen-marie-de-vera-4519a61b5](http://www.linkedin.com/in/aireen-marie-de-vera-4519a61b5)



## Accounting Bookkeeper / VA

Apex Quality Management USA- July 2021 to March 2023

- Overall incharge of the accounting books
- Bank & Credit Card Reconciliation
- Accounts Payable and Check preparation
- Accounts Receivable and invoicing
- Admin support
- Tax filing 1099/W2
- Payroll preparation



## AR Accountant - Collections

Inkmasters Australia - April 2022 to December 2022

- Incharge in Collecting customer payments
- Payment Reconciliation from NAB
- Posting QuickBooks transactions (Receipts, Credit Memo)
- Admin support
- Follow up Calls (using Soft phone)
- Posting and updating the CRM for any payments and issues.



## Operations Manager - Bookkeeper

Oxymed Diagnostics FZC, UAE - Sept 2011 to Oct 2018

- Over all in-charged of the Office functions.
- Handling mainly the Accounting (using Tally system)
- Logistics (focuses on Importation/Exportation, Customs, Freight forwarders)
- Warehousing and packing
- HR (working visa processing, payroll, benefits, Leave allowances)
- Assisting the CEO in all business and personal finance matters.



## Accounts Payable Specialist

AmEuroPharma Inc- Phil. - Sept 2008 to July 2011

- Bookkeeping (Quickbooks Desktop)
- Focusing on Accounts Payable
- Check preparation and releasing to suppliers.
- Disbursement report and petty cash monitoring.
- Other accounting assistant job.



## Part time Bookkeeper - Payroll

NAZ CPA TAX LLC , USA - February 2022 - March 2024

- Bookkeeping for different US Based clients of the CPA Firm.
- Payroll of the Drivers in 2-3 Trucking Companies they handled.
- Bank and Credit Card Reconciliation for different types of companies.

## Handled Software

- QuickBooks Online
- Quickbooks Self Employed
- Wave App
- Zoho books
- Tally ERP
- Slack, Skype
- Zoom, Google meet, Teams
- Trello Board, Jira
- Adobe Photoshop
- Canva (Beginner level)

## Language

- English
- Tagalog (Filipino)

## Skills

- Financial Accounting
- Bookkeeping
- Account Management
- Accounts Receivable
- Accounts Payable
- Virtual Assistance
- Data Entry
- MS Office
- Customer Service
- Computer Troubleshooting
- Adobe Photoshop editing

## References

Can be provided upon request