



DHALYN KAMILLE S. TOLENTINO

BOOKKEEPER

HIGHLIGHTS

-  Bachelor of Business Administration major in Management Accounting
-  9 years work experience in Accounting/Bookkeeping
-  3 years experience in US accounting

GET IN CONTACT

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PROFESSIONAL SKILLS

- Bookkeeping
- AR/AP Billing & Collection
- Payroll
- Bank Reconciliation
- Reports

PERSONAL SKILLS

- Strong Analytical & Problem Solving Skills
- Social Media & Tech-Savvy
- Hard Working
- Fast Learner
- Time Management

CERTIFICATIONS

-  Certified Quicbooks Proadvisor, Intuit 2023
-  Certified Xero advisor, 2023
-  Completed Accounting/Bookkeeping Course, 2023
Credential: <https://www.credential.net/4aaaae998-9fc3-47a1-82f1-2f62af77fdac>

SYSTEMS EXPERIENCE



WORK EXPERIENCE

KMC Solutions Inc - July 2023 - Present Bookkeeper

- End to end process of bookkeeping - multiple clients
- Bank and credit card reconciliation
- Assist in transfer of Tax returns
- P&L comparison
- Generate and analysing of Financial statements

Primer Group of Companies - April 2021 to June 2023

Sr. Accounting Associate in warehouse and ecommerce company

- End to end process of Accounts payable and Accounts receivable
- Consolidation of sales reports from dotcoms and marketplace
- Bank reconciliation
- Month end closing
- Assist in preparation of Financial Statements

Conduent Business Services Philippines Inc - Feb 2019 to Mar 2021

Accounting Services Associate III

- Entered invoices
- Vendor maintenance
- Process of AP

Cyrus Logistics Inc - June 2015 to December 2018

Accounting Staff

- End to end process of AR and AP