

# LOVELY BISNAN-GARCIA

bisnanlovely89@outlook.com / +63 9777386621 / Quezon City

---

## Summary

Possess strong organizational skills with knack for managing multiple tasks simultaneously. Skilled in using financial software and handling data entry with precision. Effective communicator who collaborates well within teams and maintains positive attitude under pressure.

---

## Experience

### Sales Consultant

Ride on BHM Corp • Mandaluyong, P00

07/2023 - Present

- Communicating with customers, discussing their needs, persuading them to buy the right vehicle for these needs and promoting sales offers as they arise.
- Followed brand guidelines to provide consistent customer experience.
- Negotiated contracts with clients, securing profitable deals and achieving sales targets consistently.

### Accounting Specialist

Asiaquest Ventures Corporation • Quezon City, P00

03/2023 - Present

- Preparing Sales Invoices, Billing Statement, Delivery Order, Statement of Account
- Monitoring payment from Client
- Updating transactions in QuickBooks
- Inventory, Accounts Payable, Account Receivable
- Reconciled bank statements, tracked bank deposits, and managed bank transfers.
- Performed quality checks on work to assure confidentiality, accuracy and proper invoicing.
- Administered invoicing and billing for dispatch services, ensuring accuracy and timely payments.
- Administered utility metering and billing processes, ensuring accuracy and transparency.

### Virtual Accounting Assistant

Global Cares Inc • New York, NY

07/2022 - 09/2022

- Payroll Checking and auditing timekeeping record, computing wage and overtime payment, deductions, preparing paychecks advance, entering new hires into the payroll system • Billing and Invoicing Creating invoices for clients in QuickBooks, ensuring all invoices are accurate and resolving errors • Cost and Revenue Weekly updating cost and revenue

### Accounting Assistant

Zenarosa Food Corporation • Quezon City

05/2022 - 10/2022

- Accounts Payable Ensure timely payment for all company owned rental and utilities for SM Malls, Robinsons Malls and Ayala Malls. Reconciling payment and outstanding balance for company owned rentals. •

## Accounting Assistant

NovoCrew Inc • Manila,

10/2015 - 05/2022

- Accounts Payable Ensure timely input and payment of all vendor invoices.
- \*Prepare different tax schedule which cover expanded withholding and value added tax Administer the liquidation and reimbursement report of corporate charges for board members and employees
- Account Receivable Prepare weekly bank reconciliation
- Bookkeeper Responsible for accurate recording transactions including account receivable, accounts payable and payroll
- Payroll Coordinate and process crew monthly salary Review payroll report before processing to ensure accuracy. Ensure that all updates in the payroll system were administered and accurate. Oversee relocation expenses, compensation and other benefit for the crew. Timely resolution of all payroll queries and concerns
- Billing Collecting all information needed to calculate bills receivable Issue invoices and bills and sent them to customer through email.

## Accounting Assistant

TardecillaVertolaga • Pasig,

03/2015 - 10/2015

- Processing auto debit payment for cellular post paid plan • Sending application form and requirements for auto debit payment in the bank

## Volunteer

Iglesiani Cristo I • Quezon City,

- Volunteer worker to Non Profit Organization

## Training Attended

ISO 9001 2008 January 2016 NovoCrew Office Manila Philippines

ISO 9001 2015 June 10, 2017 NovoCrew Office Manila Philippines

ISO 31000 2018 June 10, 2017 NovoCrew Office Manila Philippines

## Philippines First Aid

First Aid

April 2018 Red Cross Intramuros, Manila

## Philippine Institute of Medical Training and Development Inc

Caregiving (Elderly) NC2

Health Care Services NC2

---

## Skills

Customer service, Computer literacy, Time management, Microsoft excel, Microsoft word, Xero, QuickBooks, Accounts Payable, Accounts Receivable, Payroll, Reconciliation

---

## Education

## Business Administration

New Era University

12/2010

---

## Certificates

ISO 9001 2008, ISO 9001 2015, ISO 31000, First Aid, Caregiving NC2, Health Care Services NC2